

Assessment and Appeals Policy

Policy Ref	Version	Date Issued	Review Date
T8-POL-005	2.0	22 July 2026	22 July 2027

1. Policy Statement

T8 Learning and Development Ltd is committed to ensuring that all assessment activities are conducted fairly, consistently, transparently, and in accordance with the requirements of the relevant awarding body. We will ensure that learners are fully informed of the assessment process and have the right to appeal any assessment decision they believe to be unfair.

2. Scope

This policy applies to all regulated qualifications delivered by T8 Learning and Development Ltd through Highfield Qualifications, and any other awarding body with which we hold centre approval.

3. Principles of Assessment

All assessment carried out by T8 Learning and Development Ltd will be:

- Valid — assessing what it is intended to assess
- Reliable — producing consistent results across different assessors and contexts
- Fair — accessible to all learners without disadvantage
- Sufficient — covering the required assessment criteria
- Transparent — clearly explained to learners in advance

4. Assessment Methods

Depending on the qualification, assessment may include:

- Multiple-choice examinations (invigilated or online)
- Written assignments and knowledge tests
- Practical observation and skills demonstration
- Portfolio of evidence
- Witness testimony and professional discussion

The specific assessment methods for each qualification are set out in the relevant awarding body qualification specification.

5. Reasonable Adjustments

T8 Learning and Development Ltd will make reasonable adjustments to assessment arrangements for learners with disabilities or additional needs, in line with awarding body guidance. Requests for reasonable adjustments must be made to the Director before the assessment takes place. Adjustments may include:

- Additional time
- Use of a scribe or reader
- Large print or alternative format materials
- Rest breaks

6. Special Consideration

Where a learner's performance in assessment has been affected by circumstances beyond their control (such as illness, bereavement, or trauma), they may apply for special consideration. Requests must be submitted to the Director as soon as possible after the assessment, with supporting evidence where available.

7. Internal Quality Assurance (IQA)

All assessment decisions will be subject to internal quality assurance by the designated IQA prior to submission to the awarding body. The IQA for T8 Learning and Development Ltd is Darren Tate, who holds the Level 4 Award in the Internal Quality Assurance of Assessment Processes.

8. Appeals Procedure

Stage 1 — Informal Review

If a learner is dissatisfied with an assessment decision, they should first raise their concern with their assessor within five working days of receiving the result. The assessor will review the decision and respond within five working days.

Stage 2 — Formal Appeal

If the learner remains dissatisfied following Stage 1, they may submit a formal written appeal to the Director within ten working days of receiving the Stage 1 response. The appeal should clearly state the grounds on which it is being made. The Director will:

- Acknowledge receipt of the appeal within two working days
- Conduct a full review of the assessment evidence
- Consult the IQA where appropriate
- Issue a written decision within fifteen working days

Stage 3 — Awarding Body Appeal

If the learner is still dissatisfied after Stage 2, they have the right to appeal directly to the relevant awarding body. T8 Learning and Development Ltd will provide the learner with the awarding body's appeals procedure on request and will cooperate fully with any awarding body investigation.

Stage 4 — Regulator Escalation

Where a learner has fully exhausted both T8 Learning and Development Ltd's internal appeals procedure (Stages 1 and 2) and the relevant awarding body's own appeals procedure (Stage 3), and remains dissatisfied with the outcome, they have the right to escalate their appeal to the relevant qualification regulator. For regulated qualifications in England, this is Ofqual. T8 Learning and Development Ltd will provide learners with details of how to contact the relevant regulator on request.

9. Record Keeping

T8 Learning and Development Ltd will maintain records of all assessment activities, IQA sampling, and any appeals for a minimum of three years. These records will be made available to the awarding body on request.

10. Review

This policy will be reviewed annually and following any significant change to awarding body requirements or assessment practice.

11. Sign-off

Approved by	Position	Date
Darren Tate	Director / Lead Trainer	June 2026