



Association of Taxation Technicians

Level 4 End Point Assessment Appeals Policy

Introduction

ATT as an End Point Assessor aims to ensure that decisions are fair, consistent and based on valid judgements.

ATT seeks to be transparent in its dealings with apprentices. In this regard, ATT permits appeals against End Point Assessment results as set out in this document.

Scope

This document describes the appeals process for ATT Level 4 End Point Assessment results. These are the results for Portfolios and Reflective Statements, and separately, for Role Simulation Exercises.

This document does **not** cover any of the following, all of which should be communicated to ATT within different time limits, which fall before results are issued:

- Preliminary requests for reasonable adjustments to be granted to a candidate, which must be made before a submission/sitting
- Requests for special consideration for candidates who may have been affected by particular events or circumstances at the time of final preparation or submission/sitting, including failure to adhere to agreed reasonable adjustments, which must be made as soon as possible and within a week of the sitting
- Complaints over procedures at a Role Simulation Exercise sitting or the content of an Exercise, which must be made as soon as possible and within a week of the sitting

Grounds

ATT permits appeals of End Point Assessment results in cases where the Apprentice has cause to believe that ATT's procedures have not been followed or fairly applied.

Only fail results may be appealed.

Time limit

Any apprentice (or with their express permission, their training provider) wishing to appeal their result must do so within ten days of the date the result was issued by ATT.

Marking and grading process prior to results

As required by the Level 4 Assessment Plan, all Portfolios and Reflective Statements are graded by two qualified Independent Assessors.

Every Portfolio and Reflective Statement or Role Simulation judged to have failed is reviewed by the Lead Examiner and/or ATT's Quality Assessor before the result and feedback are issued to the apprentice. The two elements are separately graded and marked before results are collated by ATT.

ATT does not offer a re-marking service. Appeals focus on whether ATT's procedures have been followed.



Stages of appeal

There are two stages of appeal available. These are:

- Stage 1 – Administrative Check by ATT staff
- Stage 2 – Appeal to a panel from ATT’s Examination Steering Group

Stage 1

A Stage 1 administrative check includes:

- A check that the submission was graded or marked by the correct number of assessors
- A check that the grade or percentage awarded by the assessors has been correctly recorded in ATT’s systems
- A check that the outcome recorded in ATT’s systems has been correctly communicated to the candidate
- A check to ensure that the candidate has received the intended feedback document.

ATT will issue a written response indicating whether or not an administrative error has been identified, normally within 7 days. If an administrative error has been identified, the response will explain what necessary remedial action has been or will be taken before confirming the candidate’s result.

Stage 2

A candidate who, following a Stage 1 appeal, believes that ATT procedures and processes have not been correctly followed in regard to their EPA outcome, may request a Stage 2 appeal. The time limit for this is ten days from the date the outcome of the Stage 1 appeal was issued by ATT.

A Stage 2 panel procedure includes:

- A further check that the overall result given on the grading form/script was the result communicated to the candidate
- Discussion by a panel of three members of ATT’s Steering Group as to whether any facts or circumstances suggest that any further action may be necessary to ensure the integrity of the result.
- Relevant facts or circumstances would include but are not limited to technological issues and any points raised by the candidate in their application for the Stage 2 appeal
- Further action, if any, would include whatever the panel by majority agreed was required to establish that the candidate receives the correct result. This would include an academic review if the panel so recommended.

A Stage 2 appeal may only be requested following conclusion of a Stage 1 appeal.

ATT will issue a written response indicating whether or not any irregularity has been identified, normally within 21 days. If an irregularity has been identified the response will explain what necessary remedial action has been or will be taken before confirming the candidate’s result.

There is no further appeal following Stage 2.



Form of appeal

Appeals must be made in writing via email to attapprentice@att.org.uk

The email must be headed **Appeal Request** and must state

- The name of the apprentice
- The candidate number of the apprentice
- Which element(s) of the EPA the appeal request relates to
- The sender's agreement to pay the appeal fee(s)
- Anyone requesting an appeal on an apprentice's behalf must have their written permission, a copy of which must be sent with the email to ATT

A Stage 2 appeal request must be made separately from the Stage 1 appeal.

For a Stage 2 appeal only, a brief explanation of reasons for the appeal may be given if the sender wishes to.

Fees for appeals

A fee will be charged as follows:

Stage 1	Admin check	For any one element of the EPA	£50. This must be paid before the Admin check can commence.
Stage 2	Panel Appeal	For any one element of the EPA	£250. This must be paid before the Panel Appeal can commence.

Where an irregularity is found which leads to a change in the result, the fee will be refunded.

General feedback

ATT welcomes feedback from apprentice candidates and those presenting them. We appreciate that on occasion a candidate with no grounds for appeal may nevertheless wish to comment on the service provided. Comments, negative or positive, are always considered to help maintain and improve the quality of ATT's offering as an End Point Assessor. attapprentice@att.org.uk

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