

COLLEGE OF EDUCATION OPERATIONS GUIDELINES

Revised Date: 12/03/2010

Guideline Number: 03-03

Section: Assessments and Evaluation

Subject: Appeals Process

EDUCATOR AS LEADER

APPEALS PROCESS

Note: The appeals process outline in this Guideline does not supersede established policies and process outline published in the University Catalog on matters relative to [Disagreement on .Grade.](#)

Responsibilities

Candidate: Responsible for initiating the appeals procedure, in the required format, within a defined time frame, when s/he has reason to question an assessment decision.

- A candidate has the right to appeal against
- Assessments perceived to have been unfair, invalid or unreliable.
- The assessment outcome(s) and decision(s), if the assessor's judgment is considered to be biased.
- Unethical practices.

Candidate should be secure in the knowledge that he/she can appeal against an unfair assessment. In addition all candidates shall be familiarized with proper appeals procedure.

- Establish framework for verification of assessment decisions made against delineated competencies aligned to institutional, state, and national/profession standards
- Provide candidate, faculty and school partners access to assessment data within a framework of consistent verification and or moderation system.
- Give effect to quality assurance in assessment processes by establishing quality control mechanisms for assessment through a system of sampling, moderation and verification as appropriate to qualifications and skills program
- Recognize the roles and responsibilities of ALL assessors, internal verifiers and external verifiers as being essential to the delivery and quality assurance processes.
- Ensure that assessment protocol are aligned with institutional, state, national/professional standards and accurate, reliably, and consistently measures what candidates know and can do.
- Ensure consistency of assessment procedures, and decisions conducted against candidate performance that are assessed validly, reliably and practicably.
- Provide mechanisms for handling appeal decisions on assessments.

Assessor/faculty: Responsible for publicly post/displaying the grade [appeal's process as published](#). College of Education faculty will post a web link or citing the Student Appeal Procedure statement in the course syllabus. If assessment decisions are questioned, the assessor is responsible for processing the candidate's appeal within the time frame aligned to Spalding University's policy on student appeals process. Every candidate assessed has the right to appeal against the decisions, conduct or compliance of the assessor.