POLICY

TITLE: APPEALS

POLICY HOLDER: Director of NTTC

APPROVAL BOARD: NTTC Board

VERSION NO: V1.4

LAST REVIEWED: July 2026

REVIEW PERIOD*: 1 year

* The review period refers to our internal policy review process. The published policy is current and is the most recent approved version.

Summary:

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Further information: If you have any queries about this policy or procedure, please contact the named policy holder.

EASTON COLLEGE PASTON COLLEGE CITY COLLEGE NORWICH

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Amendments Log

DATE	VERSION NO.	REASON FOR CHANGE	AUTHOR
31.8.24	1.2	Annual update	L Goram
14.7.25	1.3	Annual update	L Goram
21.7.26	1.4	Annual update	L Goram

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1. Rationale

NTTC is committed to ensuring that all assessment, progression and recommendation decisions are made fairly, consistently and transparently. The Appeals Policy provides trainees with a formal mechanism to request a review where they believe that a decision has been affected by procedural irregularity, administrative error, bias, or where relevant evidence has not been appropriately considered. The policy helps to safeguard the integrity of the programme, promotes confidence in decision-making processes, and ensures that trainees have access to a fair, timely and impartial review of decisions that may significantly affect their training and professional progression.

1. Type A: An appeal against an assessment decision during your placement

Trainees are assessed at three points in their training year: at Review Points 1 and 2 trainees are assessed against the NTTC curriculum to take a view about the trainee being on track to achieve QTS in the summer term of their training. The Portfolio of Professional Practice (PPP) houses all documents and processes to allow NTTC to take this view. The PPP contains a range of evidence to demonstrate work underpinned by NTTC's curriculum created and shared by the trainee, their mentor and at least one NTTC tutor. At Final Assessment in the summer term of training, the PPP is assessed against the Teachers' Standards. Trainees are also required to complete assignments which form part of their PPP evidence.

Every trainee has a right to appeal about a judgement or assessment of their practice, should they wish to do so. Any trainee who submits an appeal under this process will not be disadvantaged for having done so.

An appeal may be submitted where the trainee has reasonable grounds to believe that:

- there has been a procedural irregularity in the conduct of an assessment or decision-making process;
- an administrative or factual error has occurred;
- bias, prejudice or a conflict of interest may have affected the decision; or
- relevant new evidence has become available that could not reasonably have been provided at the time the decision was made.

Appeals will not normally be considered where they are based solely on a disagreement with an academic, professional or assessment judgement where assessment procedures have been followed correctly and fairly.

An appeal should **not** be accepted simply because:

- The trainee disagrees with the assessor's judgement.
- The trainee is disappointed with the outcome.
- The trainee believes they worked hard enough to achieve a different outcome.
- The trainee wishes the evidence had been weighted differently.

All decisions will be considered in accordance with CCN's published Equal Opportunities Policy.

Should you wish to appeal against an assessment decision (from a lesson observation or a Review Point) made by any qualified teacher observing you in your placement school you

Commented [LG1]: I've left the legacy wording, highlighted in yellow below, so that you can see it - I think it should be taken out. We don't make assessment decisions as such at Review Points 1 or 2, and for there to be a system which allows trainees to challenge mentors' judgements seems unreasonable - our own QA policy and moderation, together with responsive mentor training, should cover NTTC's satisfaction with mentor judgements, and we can manage these things less formally where it is not going so well. Thoughts?

need to follow this process:

A trainee should express their concern in writing to the Director of the NTTC as soon as possible and explicitly say that they wish to appeal against an assessment decision.

The Director of the NTTC should then meet with the trainee within 24 to 48 hours of receipt of the concern to explore the request to appeal in more detail.

If the appeal is in relation to a mentor observation, the Director of the NTTC must then meet with the school-based mentor, outline the basis of the appeal and seek a written statement from the mentor confirming their perspective. This should contain a summary of the context in which the judgement was made and copies of mentor meeting logs and lesson observations and any other documents which refer to the appeal. The Director will then meet with the school principal to make them aware of the appeal and its context. The principal and Director will conduct a joint lesson observation and the outcome communicated to the trainee.

If the appeal is in relation to a summative review from the mentor the Director will meet with the mentor and principal to discuss the concern, examine the evidence and decide an outcome, which will then be communicated to the trainee.

All parties in the appeal will observe the requirements of confidentiality. Information concerning the appeal will only be circulated to those directly involved and always at the discretion of the Director of the NTTC.

All personal information will be processed in accordance with the Data Protection Act 2018.

2. Type B: An appeal against a final decision

Should you wish to appeal against a final decision made by the CCN/NTTC Qualifications Board you need to follow the stages here:

Stage One	You will need to submit Form FDA1 together with supporting documents to the NTTC Office, 3rd floor Norfolk House, City College Norwich. The NTTC Office will then inform the Director of NTTC that an appeal has been lodged and request an initial review. The Director of NTTC will then liaise with the **Chair of the NTTC Qualifications Board** to conduct a review of the grounds upon which you appeal and supporting evidence. The Stage One review will take place within 10 working days of receipt of your FDA1. The NTTC office will be informed of the outcome within 24 hours of completion of the review and they will notify you of the outcome immediately. You should lodge your appeal within 30 days of receipt of your final decision.

Stage Two	Should you remain unhappy with the outcome of Stage One of your appeal you then have the opportunity for a second appeal. You must then submit Form FDA2 together with supporting documents to the Executive Office, B40 Norwich Building, City College Norwich. The Executive Office will then inform the Director of NTTC that you have elected to take your appeal to Stage Two. The Director of NTTC will then liaise with the **School Based Mentors, Link Teachers and where appropriate, Principals** of the Partnership schools in which you have been based during your training. An appropriate body of individuals who have been involved in your training will then convene as a panel and a formal review of the grounds of your appeal, supporting evidence and the outcome of your Stage One appeal will then take place. You will be informed as to who will sit on this panel and you have the right to nominate a representative, for example a friend or your union representative to join this panel. The Stage Two review will take place within 10 working days of receipt of your FDA2. The Executive Office, B40 Norwich Building, City College Norwich will be informed of the outcome within 24 hours of completion of the review and they will notify you of the outcome immediately.

3. Appeals Committee

Members of the Appeals committee expected to include:

- A member of the NTTC Executive Board.
- A member of the NTTC Steering Group relating to your teaching phase.
- A member of the current year's mentor group.
- Members of a group who have not been involved in previous decisions.

4. Appeal Outcomes

The Department for Education is the awarding body for Qualified Teacher Status. Its regulations require that no training provider recommends a trainee for the award of QTS unless they are completely satisfied that the Secretary of State's Teachers' Standards have been met.

Therefore, there are three possible outcomes of an appeal:

- You are successful in securing your appeal and NTTC recommend to the DfE that you are awarded QTS with immediate effect.
- You are unsuccessful in securing your appeal, but the Executive Office informs you that your award has been deferred and that you have been granted an additional period (usually no longer than one school half term) in which to provide additional evidence that all Teachers' Standards have been met. In this instance, the Director of NTTC will write to you outlining the terms and conditions of your deferment and appropriate support. You must acknowledge receipt of this letter within 10 days. At the end of the deferment period, the CCN/NTTC Qualifications Board will review your progress and communicate their decision to the Executive Office within 24 hours of their meeting. Should your deferment period prove successful, the Director of NTTC will then inform the DfE that you are now being recommended for the award of QTS with immediate effect. Should your deferment period prove unsuccessful, the

Director of NTTC will inform the DfE that you have been deemed to have failed this particular route in to teaching. No further appeals are available.

- You are unsuccessful in securing your appeal. The Executive Office will inform you within 24 hours of this decision and also inform the Director of NTTC. The Director of NTTC will then notify the DfE that you have failed this route into teaching.

No further appeals are available.