



# CAPA College

## Internal Verification/ Plagiarism/ RPL/ Grievance, Appeals and Adjustments Policy (for the delivery of A Levels, Level 3 Diplomas and Level 3 Extended Diplomas)

**Approved by:**

Governors

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# **Internal Verification/ Plagiarism/ RPL/ Grievance, Appeals and Adjustments Policy**

(for the delivery of A Levels, Level 3 Diplomas and  
Level 3 Extended Diplomas)

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## 1. Aims and Objectives

The specific objectives of this policy are as follows:

- > To ensure rigorous and robust procedures for the delivery and assessment of A Level, Level 3 Diploma and Extended Diplomas
- > To define and set out the consequences and sanctions of any suspected plagiarism in learners' work
- > To outline the procedure for recognised prior learning
- > To define a clear grievance and appeals procedure for learners regarding the internal assessment of their work

## 2. Roles and Responsibilities

**2.1** The Quality Representative and Lead Internal Verifier (Amy Reddaway) will have responsibility for ensuring best practice and standards are adhered to throughout the delivery and assessment of all academic and vocational qualifications. All teaching staff and Assessors however have a responsibility to adhere to these guidelines and take measures outlined below where relevant.

**2.2** The Quality Representative/Lead Internal Verifier will:

- > Provide guidance to all staff on the correct procedures and policies relating to internal assessment and quality assurance
- > Liaise with awarding bodies on all issues, including registration, certification, assessment, quality assurance and the external quality assurance of work.
- > Co-ordinate assessment arrangements for both internally and externally assessed units, including allocation of tutors and internal verifiers
- > Oversee the Internal Verification of all assignment briefs before they are issued to learners.
- > Oversee the Internal Verification of assessment for all internally assessed units. A sample of up to 4 assessment decisions from each unit will be internally verified before assessment decisions are received by the learners.



- > Create an Internal Verification plan for the delivery of the diploma, ensuring it happens in a timely fashion.
- > Conduct training and standardisation activities with assessors and internal verifiers in a timely fashion throughout the delivery of the course
- > Oversee the continuing professional development of all staff involved in assessment and keep abreast of awarding body guidelines and requirements
- > Maintain up-to-date records of sampling activity and ensures that these are available for the purposes of External Quality Assurance
- > Co-ordinate the monitoring and review of interventions/actions that have been introduced to support the learner.
- > Ensure policies and records are reviewed and updated annually.
- > Ensure that any remedial actions required by awarding bodies are implemented within agreed timescales.
- > Supply awarding bodies with relevant documents including the signed Statement of Quality Assurance, signed by the most senior member of the centre's academic management team.

### **3. Plagiarism:**

- > CAPA College defines plagiarism as taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously. It is also considered a breach of regulations if learners allow others to copy from them. The unauthorised use of AI is also considered plagiarism. Any use of AI that is not done so in line with JCQ and Awarding Body rules, regulations and guidelines is prohibited. It must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice) (GR 5.3)

Assessors will:

- > Provide guidance for learners on how to reference published sources in an agreed format in any written work
- > Provide opportunity and guidance for learners on writing up their own accounts of any group work or activities



- > Be vigilant for cases of plagiarism in learners' work and follow the penalties outlined below for learners
- > Provide guidance for learners on the use of AI in their work.

Penalties for breaking the regulations:

- > If work is submitted and it is discovered that regulations on plagiarism have been broken, the learner will be given a chance to resubmit the work within an agreed deadline. If resubmitted work also contains plagiarism one of the following penalties will be applied:
  - > the piece of work will be awarded zero marks
  - > the learner will be disqualified from that unit for that exam session
  - > the learner will be disqualified from the whole subject for that exam session
  - > the learner be disqualified and barred from entering again for a period of time

Each case will be judged on severity and a course of action agreed by the Assessor, Lead Internal Verifier and where appropriate the Core Team.

#### **4. Recognised Prior Learning**

- > In rare cases, CAPA College will consider the use of prior learning and assessment and/or paid or voluntary work as evidence towards the assessment of the UAL L3 Diploma or Extended Diploma.  
Cases will only be considered if:
  - > A learner has partially completed a comparable L3 Performing Arts qualification at another college prior to coming to CAPA College, or
  - > There are extenuating circumstances preventing a learner from completing the assessment within college time



- > In both cases, this will be at the discretion of the Principal and Quality Representative and only applied where relevant evidence can be supplied by the learner or their previous establishment. No evidence that has already been certified as part of a completed RSL Level 3 qualification will be considered.
- > If the Principal and QR agree to consider RPL the following procedure will apply:
  - > The QR will map and check that the learners' previous certificated achievement/experience meets the relevant assessment criteria
  - > The QR will discuss the option of using RPL to claim units with the learner, explaining support and guidance that is available, how long the process will take, how to appeal and any costs included.
  - > The QR and the learner will create and agree a tracking document for gathering the required evidence.
  - > The QR will inform the Centre External Verifier if any RPL has been applied.
  - > Evidence of RPL may include:
    - > Work experience records, validated by managers.
    - > Past portfolios of evidence or essays made by the learner.
    - > Reports validated as being the learner's own unaided work.
    - > Expert witness testimonies or Professional discussions.
    - > Certificates or qualifications (e.g First Aid, Graded practical examinations)
  - > Any evidence provided will be judged by the assessor against the RSL criteria for the given unit.
  - > Any gaps identified in the learners work through RPL, will be addressed by additional assessment methods to create enough evidence to be able to award the learning outcome for the whole unit.
  - > Records of any assessment of RPL will be kept and made available to External Moderators if required.
  - > Any assessment of RPL will be included in Internal QA and standardisation measures.
  - > Once a learner's evidence has been checked and an assessment decision made, feedback will be given to the learner including the assessment decision and what options are available if it is decided not to award the unit or qualification.
  - > The learner should understand how they can appeal if they do not agree with the assessment decision.



## 5. Grievances and Appeals

- > CAPA College strives to provide fair and robust assessments in line with national guidance. If a learner feels any assessment is unfair they can appeal using the formal procedure outlined below.

This includes:

- > A formal system of recording appeals
- > Prompt responses within clearly stated times
- > Stages that give all parties the opportunity to put their case
- > Clear outcomes at each stage
- > Constructive feedback to the candidate

The Appeals Procedure has three stages:

### **Stage 1 - Assessor and Candidate**

- > If a learner disagrees with an assessment they should discuss the reasons with the Assessor concerned as soon as possible. Normally this will be immediately after the assessment decision has been received. If this is not convenient, an appointment with the Assessor should be arranged.
- > The Assessor will consider the reasons and look again at the learner's work. The Assessor must then give an immediate response, which must be:
  - > a clear explanation backed up in writing of the assessment decision, and
  - > a new decision or confirmation of the original decision
- > If the learner agrees with the Assessor's response then the appeal stops at that point. If a learner is still unhappy they have 24 hours to raise their concern in writing or via email with the Internal Verifier for the Unit and the appeal will then go to Stage 2.



### **CAPA Stage 2 - Internal Verifier**

- > Once an Internal Verifier receives notice of a grievance the Assessor must provide the following information within 24 hours:
  - > the original assessment record and candidate's evidence where appropriate
  - > the written explanation and confirmation of the assessment decision
- > The Internal Verifier will reconsider the assessment decision taking into account the following:
  - > The candidate's reason for appeal
  - > The candidate's evidence and associated records
  - > The Assessor's reason for the decision
  - > The opinion of another Assessor from the centre
- > The Internal Verifier will give the reconsidered decision in writing within 5 working days of receiving the appeal.
- > If a learner is still unhappy they have 24 hours to raise their concern in writing or via email with the Principal and the appeal will then go to Stage 3.

### **Stage 3 - Senior Management**

- > The Internal Verifier who acted at Stage 2 will pass the following details to the Principal within 24 hours of reaching Stage 3:
  - > the written explanation and confirmation of the assessment decision
  - > the assessment record sheet(s)
  - > any written comments of the Internal Verifier
- > The learner will be given the opportunity to meet with the Principal, where they can be represented or accompanied by a parent, guardian or friend, or invited to make a written submission. The Assessor who made the original decision will be asked to meet the Principal to answer any questions.



- > The matter will be discussed in private at core team level and the decision will be provided to the learner in writing within 5 working days of the meeting. At the same time the decision will also be given to the Assessor, recorded and kept with all documents relating to the appeal.
- > These records should be retained and made available to the awarding bodies if necessary. In the event of a serious assessment malpractice, awarding bodies will be informed by the Quality Representative.

**The decision made at Stage 3 is FINAL.**

## **7. Further Documentation**

### **Malpractice**

- > Details of how CAPA College handles incidents of Malpractice can be found in the Malpractice Procedure document.

## **6. AI Use**

- > Details of how CAPA College handles the use of AI can be found in the AI Use Procedure document.