Mathematics Teacher Training Scholarships

Institute of mathematics & its applications

Department for Education

Teacher Training Scholarships Appeals Process

Introduction

Applicants have the right to appeal against decisions made at any stage of the Maths Teacher Training Scholarship assessment process. Appeals can only be made on the basis of a failure of process and not against any academic or professional judgement.

Receipt of Appeals

Any appeal must be received by Scholarships@ima.org.uk or in writing at the IMA offices within 21 days of the date of the email informing a candidate that he or she had been unsuccessful. This should clearly indicate the candidates name, the relevant assessment stage and if appropriate date together with the reason for the appeal. All appeals will be acknowledged within two working days of receipt.

Investigation

In the first instance the Project Manager and the Independent Adjudicator will be informed within five working days of the appeal being received. The Project Manager will carry out an initial investigation in the first instance and provide the Independent Adjudicator with a written report and recommended course of action within five working days of being informed of the appeal. The Independent Adjudicator will then respond within 10 working days.

Recommended actions include;

- Upholding the appeal – if the issue was one of administrative error e.g. incorrect tallying of marks
- Rejection of appeal – if the issue was considered to be an inappropriate or spurious
- Forward to Management Group for review

The Independent Adjudicator may also decide to refer any appeals that were recommended to be either upheld or rejected to the Management Group. The outcome of any appeal not referred to the Management Group will be communicated to the candidate within 5 working days of receipt of the Independent adjudicators decision.

Role of Management Group

The Management Group will be informed of all appeals received and their outcome in addition to acting as an appeals body for any not resolved at the investigation stage.

Appeals referred to the Management Group will be considered at the next scheduled meeting or if necessary an additional virtual meeting will be arranged. The Project Manager will present the appeal

and provide all records related to the candidate including assessment marking sheets. If necessary assessors will be asked to submit further information or attend on a virtual basis.

Any member who could reasonably be perceived to have a conflict of interest for example holds a position at a HEI where the candidate appealing attends or has recently graduated from should exclude themselves from consideration of the appeal.

Any decision the Management Group takes will be final and the candidate appealing will be informed of the decision and its basis within five working days.

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