

FFURFLEN MANYLION POLISI
POLICY IDENTIFICATION FORM /FRONT SHEET

<p><i>TEITL Y POLISI:</i> <i>POLICY TITLE:</i></p>	<p><i>Polisi ar Asesiadau mewn AU</i> <i>Assessment in HE Policy</i></p>
<p><i>UWCH-GYFARWYDDWR A CHYFRIFOLDEB:</i> <i>RESPONSIBLE EXECUTIVE DIRECTOR:</i></p>	<p><i>James Nelson</i></p>
<p><i>PWRPS:</i> <i>PURPOSE:</i></p>	<p>Mae Grŵp Llandrillo Menai (y Grŵp) yn cydnabod a chefnogi'r egwyddor bod ar ddysgwyr angen trefn i adolygu penderfyniadau academiaidd. Pwrpas y Polisi hwn yw darparu trefn o'r fath drwy ganiatáu i ddysgwyr ar raglenni AU a ddilysir apelio ar i'r Grŵp wirio penderfyniadau'n ymwneud â'u cynnydd a'u dosbarthiad ac apelio yn eu herbyn os bydd angen.</p> <p>Fodd bynnag, hysbysir dysgwyr mai bwriad y Polisi (a'r Weithdrefn sydd ynghlwm wrtho) yw Cadarnhau penderfyniadau academiaidd Bwrdd Arholi ac Apelio yn eu herbyn; nid ydyw i gael ei ddefnyddio i wneud cwyn nac i apelio yn erbyn gradd asesu unigol. Dylai dysgwyr sy'n dymuno gwneud cwyn ddefnyddio'r Weithdrefn Gwyno sydd ar gael yn ddwyieithog ar Borth y Grŵp.</p> <p>Ni ddylid defnyddio'r Weithdrefn hon ychwaith i apelio yn erbyn penderfyniad a wnaed o dan unrhyw un arall o weithdrefnau'r Grŵp sy'n dilyn eu prosesau apelio eu hunain e.e. Gweithdrefnau Disgyblu, Amgylchiadau Lliniarol, Arfer Annheg.</p> <p>Ni dderbynnir unrhyw gais a wneir yn unig er mwyn cwestiynu dyfarniad academiaidd y Bwrdd Arholi e.e. lle mae'r dysgwr yn anfodlon â'i farc neu'n credu ei fod yn rhy isel.</p> <p>Grŵp Llandrillo-Menai (the Grŵp) recognises and upholds the principle that Students should have a mechanism by which academic decisions can be reviewed. This Policy is intended to provide such a mechanism by allowing Students, on validated HE programmes, to apply to the Grŵp to have decisions made concerning their progression and classification checked and, to allow for appeal if necessary. Students are advised however that this Policy (and its accompanying Procedure) is only to be used to Confirm and Appeal an academic decision of a Board of Examiners; it is not to be used to raise a complaint or to appeal against an individual assessment grade. Students seeking to raise a complaint should refer to the Complaints Procedure which is available bilingually on the Grŵp Portal. This Procedure should also not be used to appeal a decision reached under any of the Grŵp's other procedures which have their own appeals process e.g. the Unfair Practice, Extenuating Circumstances or Disciplinary Procedures.</p> <p>Any application for Confirmation or Appeal which solely questions the academic judgement of a Board of Examiners will not be accepted e.g. where the learner is unhappy with, or simply believes their mark is too low.</p>
<p><i>EFFAITH AR DDWYIEITHRWYDD:</i></p>	<p><i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.</i></p>

<i>IMPACT ON BILINGUALISM:</i>	<i>Please refer to Impact Assessment at the end of the document</i>
<i>EFFAITH AR GYDRADDOLDEB:</i>	<i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.</i>
<i>IMPACT ON EQUALITY:</i>	<i>Please refer to Impact Assessment at the end of the document</i>
<i>EFFAITH AR GYNALIADWYEDD:</i>	<i>Gweler yr Asesiad Effaith ar ddiwedd y ddogfen.</i>
<i>IMPACT ON SUSTAINABILITY:</i>	<i>Please refer to Impact Assessment at the end of the document</i>
<i>ARGYMHELLIAD:</i>	<i>Ei gymeradwyo</i>
<i>RECOMMENDATION:</i>	<i>To approve</i>
<i>CYFATHREBU:</i>	<i>Tîm Strategol, Porth y Grŵp</i>
<i>COMMUNICATION:</i>	<i>Tîm Strategol, Grŵp Portal</i>
<i>PWLLGOR / GRŴP MONITRO:</i>	
<i>COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:</i>	<i>Tîm Polisi, CSSC, Y Bwrdd</i>
<i>CYMERADWYWYD GAN (A'R DYDDIAD):</i>	<i>Tîm Polisi – 16/06/23</i>
<i>APPROVED BY (AND DATE):</i>	<i>CSSC – 20/06/23</i>
	<i>Y Bwrdd - 29/06/23</i>
<i>DYDDIAD ADOLYGU:</i>	<i>Ddwywaith y flwyddyn</i>
<i>REVIEW DATE CYCLE:</i>	<i>Bi-Annually</i>

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Polisi Cadarnhau Canlyniadau Aseidiadau Addysg Uwch ac Apelio yn eu Herbyn

Mae'r polisi hwn yn berthnasol i Raddau a ddilysir gan Brifysgol Bangor ar gyfer Grŵp Llandrillo Menai, Dyfarniadau HNC a HND Pearson Edexcel.

Pwrpas y Polisi

Mae Grŵp Llandrillo Menai (y Grŵp) yn cydnabod a chefnogi'r egwyddor bod ar ddysgwyr angen trefn i adolygu penderfyniadau academaidd. Pwrpas y Polisi hwn yw darparu trefn o'r fath drwy ganiatáu i ddysgwyr ar raglenni AU a ddilysir apelio ar i'r Grŵp wirio penderfyniadau'n ymwneud â'u cynnydd a'u dosbarthiad ac apelio yn eu herbyn os bydd angen.

Fodd bynnag, hysbysir dysgwyr mai bwriad y Polisi (a'r Weithdrefn sydd ynghlwm wrtho) yw **Cadarnhau** penderfyniadau academaidd Bwrdd Arholi ac Apelio yn eu herbyn; **nid** ydyw i gael ei ddefnyddio i wneud cwyn nac i apelio yn erbyn gradd asesu unigol. Dylai dysgwyr sy'n dymuno gwneud cwyn ddefnyddio'r Weithdrefn Gwyno sydd ar gael yn ddwyieithog ar Borth y Grŵp.

Ni ddylid defnyddio'r Weithdrefn hon **ychwaith** i apelio yn erbyn penderfyniad a wnaed o dan unrhyw un arall o **weithdrefnau'r Grŵp** sy'n dilyn eu prosesau apelio eu hunain e.e. Gweithdrefnau Disgyblu, Amgylchiadau Lliniarol, Arfer Annheg.

Ni dderbynnir unrhyw gais a wneir yn unig er mwyn cwestiynu dyfarniad academaidd y Bwrdd Arholi e.e. lle mae'r dysgwr yn anfodlon â'i farc neu'n credu ei fod yn rhy isel.

Datganiad Polisi

Fel rhan o'i ymrwymiad i sicrhau profiadau dysgu o ansawdd uchel bydd y Grŵp yn mynd ati i sicrhau bod cwynion yn cael eu datrys cyn gynted â phosibl. Byddwn yn disgwyl i ddysgwyr ymdrechu i ddatrys y mater yn anffurfiol yn y lle cyntaf. Dim ond os na fu'n bosibl i ddatrys cwyn y dysgwr yn anffurfiol y dechreuir ar weithdrefnau ffurfiol.

Gweithredir ar y ceisiadau a gyflwynir o dan y Weithdrefn hon yn deg, heb wahaniaethu yn erbyn y dysgwr na'i roi o dan anfantais a chan wybod y bydd ei gyfrinachedd yn cael ei barchu drwy gydol y broses (ac eithrio datgeliad cyfyngedig o gynnwys y cais er mwyn sicrhau ymchwiliad priodol).

Nodir yr egwyddorion o degwch a thryloywder sy'n llywodraethu apeliadau academaidd a chwynion dysgwyr ym Mhennod B9 o God Ansawdd yr Asiantaeth Sicrhau Ansawdd ar gyfer Addysg Uwch, ac yn unol â'r rhain ni chaiff unrhyw unigolion ymchwilio i, na gweithredu ar, unrhyw agwedd ar gais dysgwr i Gadarnhau penderfyniad neu Apelio os:

- oes ganddynt ddiddordeb materol yn y cais neu,
- os oes gwrthdaro buddiannau neu os oes posibilrwydd o wrthdaro buddiannau.

Dull Gweithredu

Bydd y Polisi hwn yn cael ei weithredu drwy'r Weithdrefn Gadarnhau ac Apelio.

Er mwyn hyrwyddo ethos dwyieithog y Grŵp caiff dysgwyr gyfle i nodi a ydynt am i ohebiaeth a / neu wrandawiaid Apêl fod yn Gymraeg neu Saesneg.

Yn unol â Deddf Cydraddoldeb 2010, bydd y Grŵp yn ymdrechu i wneud addasiadau rhesymol ar gyfer unrhyw

ddysgwyr sydd yn eu cais yn gofyn am addasiadau o'r fath e.e. darparu dehonglydd Iaith Arwyddion Prydain neu gyfieithydd arall.

Monitro a Mesur Effaith

Caiff y Weithdrefn Gadarnhau ac Apelio ei monitro a'i gwella'n flynyddol gan y Pwyllgor Ansawdd a Safonau ym maes Addysg Uwch yn dilyn byrddau arholi arholiadau ailsefyll mis Medi.

Cyhoeddi'r Polisi

Bydd y polisi hwn (a'r Weithdrefn sydd ynghlwm wrtho) ar gael yn ddwyieithog i'r cyhoedd ar wefan y Grŵp ac i'r holl aelodau staff ar Borth y Grŵp.

Cymeradwywyd y Polisi gan: Y Tîm Polisi

Dyddiad Cymeradwyo'r Polisi: Mehefin 2023

Dyddiad Adolygu'r Polisi: Awst 2025

Gweithdrefn Cadarnhau Canlyniadau Asesiadau Addysg Uwch ac Apelio yn eu Herbyn

1. I bwy mae'r Weithdrefn hon yn berthnasol?

1.1 Mae'r Weithdrefn hon yn berthnasol i:

- i. ddysgwyr yng Ngrŵp Llandrillo Menai (y Grŵp) sy'n cwblhau graddau sylfaen neu raddau atodol a ddilysir gan Brifysgol Bangor, Tystysgrifau Cenedlaethol a Diplomau Uwch (HNC/HND) a ddilysir gan Pearson Edexcel a Dyfarniadau Datblygiad Proffesiynol a,
- ii. dysgwyr sydd wedi derbyn unrhyw un o'r uchod fel cymhwyster gadael gan y Grŵp yn dilyn cwblhau neu gwblhau'n rhannol raglen AU a ddilysir gan Brifysgol Bangor, Pearson neu Edexcel.

1.2 Ni ddylai dysgwyr sy'n dilyn rhaglenni a ddarperir mewn partneriaeth â Sefydliadau Dyfarnu ac eithrio Prifysgol Bangor, Pearson neu Edexcel ddefnyddio'r Weithdrefn hon. Yn hytrach, dylent gyfeirio at y llawlyfr cwrs a'r rheoliadau academaidd sy'n berthnasol i'r Sefydliad Dyfarnu dan sylw. Mae rheolidau pob Sefydliad dyfarnu ar gael drwy wefan GLLM.

2. Nodiadau i Ddysgwyr a Diffiniad o Dermau

2.1 Gofynnir i ddysgwyr sy'n defnyddio'r Weithdrefn Gadarnhau ac Apelio nodi bod y Weithdrefn yn cynnwys **dau gam pendant**:

- i. cais am **Gadarnhad o ganlyniadau'r dysgwr** - dyma gam cyntaf y broses apelio sy'n golygu bod proffil academaidd y dysgwr a'r dyfarniad a gafodd yn cael eu cadarnhau'n unol â pharagraff 3 isod,
- ii. Cais am **Apêl i'r Grŵp** yn unol â pharagraff 4 isod

2.2 Rhaid i ddysgwyr wneud cais am Gadarnhad o'u Canlyniadau cyn y caiff cais am Apêl ei dderbyn gan y Grŵp.

2.3 Mae gan y geiriau canlynol ystyr penodol yn y Weithdrefn a dylid rhoi iddynt yr ystyr hwnnw (oni nodir yn wahanol):

"Asesiad" *unrhyw ddarn o waith a asesir sy'n cyfri'n swyddogol tuag at Ganlyniad cyffredinol y dysgwr.*

"Bwrdd Arholi" *panel o 25% o leiaf o Arholwyr Cymwys sy'n cyfarfod i arolygu cynnydd, Asesiad, a dosbarthiad dysgwyr ar raglenni a ddilysir gan Brifysgol Bangor, Pearson neu Edexcel.*

Mae "Arholwr" **yn golygu:**
neu *(i) yr aelodau canlynol o staff y Grŵp:*

- "Arholwr Cymwys"
- Y PC mae'r Bwrdd Arholi yn ymwneud â hi (neu enwebai);
 - Arweinydd Rhaglen y rhaglen a gyflwynir i'r Bwrdd ('y Rhaglen a Gyflwynir');
 - yr holl diwtoriaid sy'n ymwneud â darparu ac asesu modiwlau'r Rhaglen a Gyflwynir;
 - aelod o'r Swyddfa Ryngwladol (os bydd myfyrwr rhyngwladol

wedi'u cofrestru ar y Rhaglen a Gyflwynir).

(ii) unrhyw unigolyn sy'n gweithredu fel Arholwr Allanol ar gyfer y Rhaglen a Gyflwynir.

Bydd unrhyw unigolyn a wahoddir neu a benodir i weithredu fel Aelod Ymgynghorol Cyfetholedig yn cael ei eithrio o'r diffiniad hwn.

"Canlyniad"

marc a gyfrifir ac a ddyfernir gan y Bwrdd Arholi i ddynodi perfformiad y dysgwr mewn Asesiad yn unol â Rheoliadau Prifysgol Bangor, Pearson neu Edexcel.

Oni bai bod y cyd-destun yn nodi'n glir i'r gwrthwyneb bydd unrhyw eiriau unigol a ddefnyddir e.e. "Canlyniad" hefyd yn golygu'r lluosog h.y. "Canlyniadau" a "Chanlyniad".

3. Gweithdrefn Gadarnhau

- 3.1 Mae gan ddysgwr hawl i ofyn am Gadarnhad o un neu ragor o'r canlynol mewn perthynas ag Asesiad:
 - i. **nad yw'r Canlyniad a gyhoeddir gan y Grŵp yn cynnwys gwallau rhifyddol na gwallau ffeithiol eraill;**
 - ii. **bod yr Arholwyr yn ymwybodol o amgylchiadau personol eithriadol a allai ym marn y dysgwr fod wedi amharu er ei berfformiad academiaidd.**
 - iii. **bod yr Arholwyr yn ymwybodol o ddiffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad, neu mewn cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad, pan allai diffygion, afreoleidd-dra a chyngor o'r fath fod wedi, ym marn y dysgwr, amharu ar ei berfformiad academiaidd.**
- 3.2 Rhaid i'r dysgwr gyflwyno cais ysgrifenedig i'r Cydlynnydd Sicrhau Ansawdd (CSA) y Grŵp o fewn **10 diwrnod gwaith** sy'n dechrau ar y dyddiad pan gyhoeddir penderfyniadau'r Bwrdd Arholi perthnasol. Gall ceisiadau a dderbynnir wedi'r cyfnod hwn gael eu derbyn os yw'r CSA yn credu bod rheswm da dros wneud hynny.

Noder: I'r pwrpas hwn defnyddiwyd y ffurflen ('Ffurflen A') sydd ar gael yn y weithdrefn hon.
- 3.3 Rhaid i geisiadau am Gadarnhad gynnwys manylion am unrhyw ddiffygion neu afreoleidd-dra honedig yn y modd y cynhaliwyd yr Asesiad, mewn unrhyw gyfarwyddiadau ysgrifenedig neu gyngor sy'n gysylltiedig â'r Asesiad, neu unrhyw amgylchiadau personol eithriadol a (os yw hynny'n briodol) phryd yn union cyn cyfarfod y Bwrdd Arholi y rhoddwyd gwybod am yr amgylchiadau hyn.
- 3.4 Ar ôl derbyn y cais ysgrifenedig bydd y CSA yn rhoi gwybod i'r Rheolwr Sicrhau Ansawdd ac yn gofyn i Gadeirydd y Bwrdd Arholi perthnasol ('y Cadeirydd') gymryd y camau angenrheidiol i Gadarnhau'r ffeithiau mae'r cais yn cyfeirio atynt. Ar yr un pryd bydd y CSA, o fewn 5 diwrnod gwaith, yn cydnabod yn ysgrifenedig ei fod wedi derbyn y cais ac yn rhoi gwybod i'r dysgwr pa gamau fydd yn cael eu cymryd.
- 3.5 Bydd y Cadeirydd yn sicrhau bod y ffeithiau'n cael eu cadarnhau o fewn:
 - i. **wyth wythnos** o ddyddiad cais sy'n deillio o benderfyniad Bwrdd Arholi a wnaed ym mis Mehefin,
 - ii. **pedair wythnos** o ddyddiad cais sy'n deillio o benderfyniad Bwrdd Arholi a wnaed ym mis Medi.

3.6 Ar ôl i'r ymchwiliad gael ei gwblhau bydd y Cadeirydd yn cymryd y camau canlynol:

i. **Os bydd y Weithdrefn Gadarnhau yn dynodi bod:**

- a. gwallau rhifyddol neu wallau ffeithiol arall wedi digwydd;
- b. amgylchiadau personol eithriadol y rhoddodd y dysgwr wybod amdanynt **cyn** cyfarfod y Bwrdd Arholi dan sylw **heb gael** eu hystyried yn y cyfarfod;
- c. y dysgwr, wrth ofyn am Gadarnhad, wedi darparu **tystiolaeth ychwanegol** o amgylchiadau personol eithriadol **a oedd** eisoes yn hysbys cyn cyfarfod y Bwrdd Arholi;
- d. y dysgwr, wrth ofyn am Gadarnhad, wedi darparu **tystiolaeth ychwanegol** o amgylchiadau personol eithriadol **nad oeddent** eisoes yn hysbys cyn cyfarfod y Bwrdd Arholwyr; **ac**, wedi egluro'n foddhaol pam nad oedd y dystiolaeth hon ar gael ar y pryd;
- e. y dysgwr wedi darparu dystiolaeth o ddiffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu mewn cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad **nad oedd** y Bwrdd Arholi **yn ymwybodol ohonynt**;

Bydd Panel Cadarnhau yn cael ei alw gan y Cadeirydd cyn gynted ag sy'n rhesymol bosibl i ailasesu perfformiad y dysgwr yn yr Asesiad. Y Cadeirydd fydd Cadeirydd y Panel Cadarnhau a'r aelodau eraill fydd:

- Cadeirydd o leiaf un o'r Byrddau Arholi eraill,
- Y Cydlynnydd Sicrhau Ansawdd,
- Y Rheolwr Sicrhau Ansawdd,
- Pennaeth y Gofrestrfa,
- rhywun i gymryd y cofnodion, ac
- unrhyw unigolyn angenrheidiol arall y cred y Panel bod angen iddo fod yno.

Bydd gan y Panel Cadarnhau'r awdurdod i weithredu fel y Bwrdd Arholi ar gyfer ailystyried perfformiad y dysgwr yn yr Asesiad.

Yn dilyn y Panel Cadarnhau bydd y Cadeirydd yn hysbysu'r Rheolwr Sicrhau'r Ansawdd yn ysgrifenedig o'r canlyniad gan ddefnyddio'r Ffurflen Ymateb ('Ffurflen C'). Bydd y CSA yn hysbysu'r dysgwr yn ysgrifenedig o'r canlyniad ac yn rhoi gwybod pa gamau fydd yn cael eu cymryd. Ar yr un pryd bydd y Cadeirydd yn gofyn i'r CSA drefnu i gyhoeddi unrhyw restr lwyddo atodol yn ôl yr angen.

Os bydd y Panel Cadarnhau yn newid penderfyniad y Bwrdd Arholi fe hysbysir y Bwrdd Arholi yn ffurfiol o'r newid yn ei gyfarfod nesaf. I ddibenion cofnodi gwneir yr hysbysiad ar ffurf eitem sefydlog ar agenda'r cyfarfod. Bydd y Cadeirydd yn darparu copi o'r Ffurflen Ymateb a gwblhawyd i'r Bwrdd Arholi.

ii. **Os bydd y Weithdrefn Gadarnhau yn dynodi:**

- a. na fu **unrhyw** wall rhifyddol neu wall ffeithiol arall;
- b. bod unrhyw amgylchiadau personol eithriadol y rhoddodd y dysgwr wybod amdanynt **eisoes**

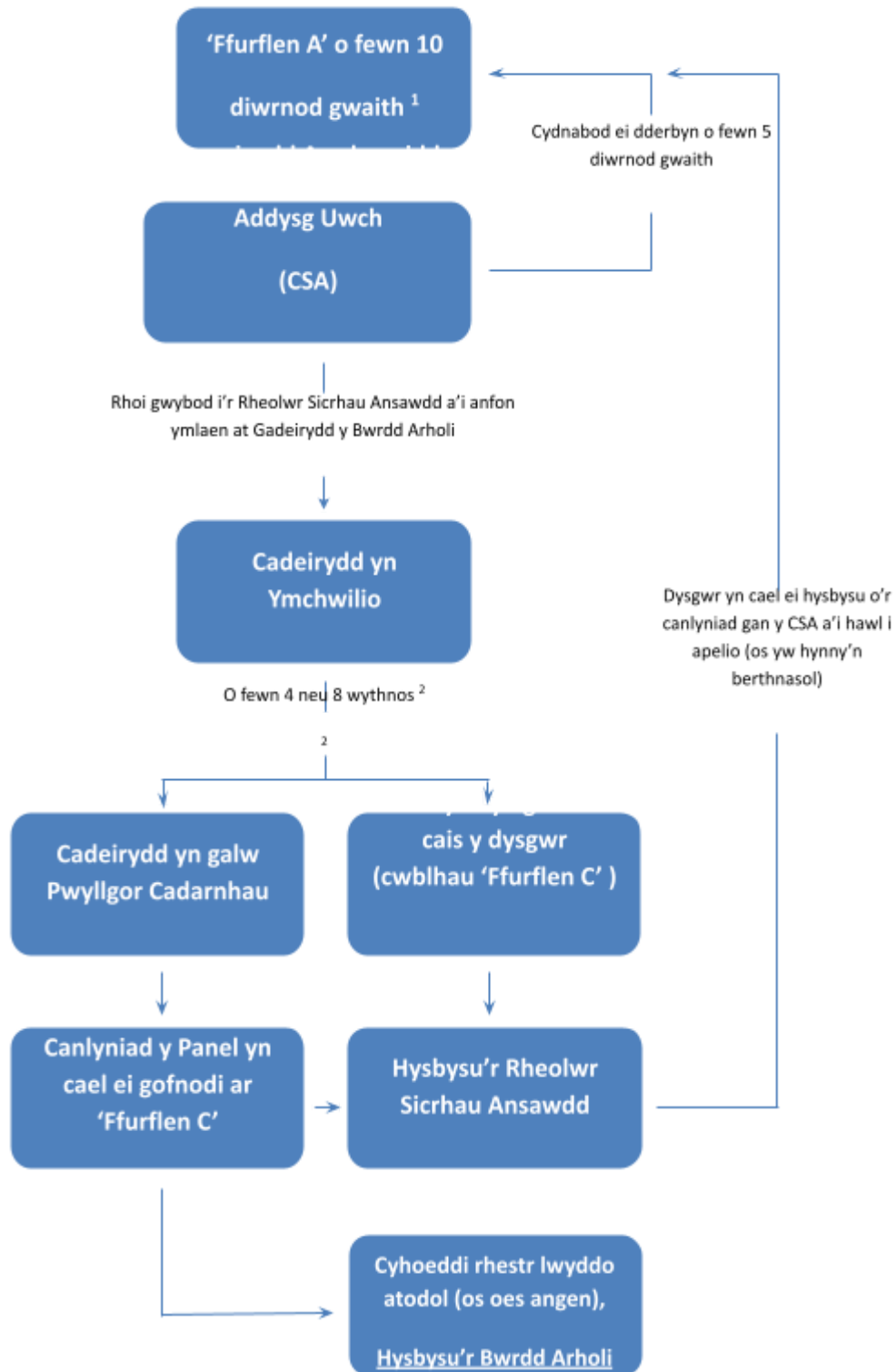
wedi cael eu hystyried;

- c. bod y dysgwr wedi darparu tystiolaeth ychwanegol o amgylchiadau personol eithriadol nad oeddent yn hysbys cyn cyfarfod y Bwrdd Arholwyr, **ond heb** egluro'n foddhaol pam nad oedd y dystiolaeth hon ar gael ar y pryd;
- d. ni fu **unrhyw** ddiffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu yn y cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad; neu
- e. bod **yna** ddiffygion neu afreoleidd-dra megis a ddisgrifir yn 3.6(i)(e) ond bod y Bwrdd Arholwyr **eisoes wedi** eu hystyried;

bydd y Cadeirydd yn hysbysu'r Rheolwr Sicrhau Ansawdd yn ysgrifenedig o'r casgliad gan ddefnyddio'r Ffurflen Ymateb ('Ffurflen C'). Yna bydd y CSA yn hysbysu'r dysgwr yn ysgrifenedig o'r casgliad. Bydd y llythyr hefyd yn nodi bod:

- gan y dysgwr hawl i Apelio;
- na ellir apelio ond ar y seiliau a nodir yn 4.4 isod; a
- bod rhaid i apêl o'r fath gyrraedd y CSA o fewn yr amser a nodir yn 4.1 isod.
- Rhaid amgáu copi o'r Weithdrefn hon gyda'r llythyr hwnnw.

Siart Llif o'r Broses Gadarnhau



¹ Sy'n dechrau ar y dyddiad pan gyhoeddir penderfyniadau'r Bwrdd Arholi perthnasol.

² Pedair wythnos o ddyddiad cais sy'n deillio o benderfyniad a wnaed gan Fwrdd Arholi ym mis Medi ac wyth wythnos o ddyddiad cais sy'n deillio o benderfyniad o wnaed ym mis Mehefin.

4. Gweithdrefn Apelio

4.1 Nid oes gan ddysgwyr hawl i Apelio ond yn erbyn penderfyniadau a wnaed yn dilyn y broses Gadarnhau uchod. Rhaid anfon unrhyw Apêl yn llawn ac yn ysgrifenedig (gan ddefnyddio 'Ffurflen B' ar gefn y Weithdrefn hon) at y Cydlynnydd Sicrhau Ansawdd ('CSA'):

- i. **o fewn 10 diwrnod gwaith** o ddyddiad anfon yr hysbysiad ysgrifenedig o ganlyniadau'r broses Gadarnhau at y dysgwr.

4.2 Gall ceisiadau a dderbynnir wedi'r cyfnod hwn gael eu derbyn os yw'r CSA yn credu bod rheswm da dros wneud hynny.

4.3 Nid ystyrir bod hysbysiad syml o rybudd i Apelio a wneir o fewn y terfyn amser uchod (e.e. e-bost gan y dysgwr yn nodi ei fod yn dymuno Apelio) yn gyfwerth ag Apêl briodol ac ni chaiff ei dderbyn.

4.4 Dim ond Apeliadau sy'n seiliedig ar un neu ragor o'r canlynol y mae'r Grŵp yn barod i'w hystyried:

- i. **gwallau rhifyddol neu wallau ffeithiol eraill a amharodd ar Ganlyniad y dysgwr;**
- ii. **diffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu yn y cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad.**

Rhaid i'r dysgwr ddarparu digon o dystiolaeth gyda'r cais fydd (os na chaiff ei gwrthbrofi) yn dangos y gallai diffygion, afreoleidd-dra neu gyngor o'r fath fod wedi amharu ar ei berfformiad.

- iii. **amgylchiadau personol eithriadol a allai fod wedi amharu ar berfformiad y dysgwr.**

Rhaid i'r dysgwr ddarparu digon o dystiolaeth gyda'r cais fydd (os na chaiff ei gwrthbrofi) yn dangos y gallai'r amgylchiadau personol eithriadol fod wedi amharu ar ei berfformiad. Os na hysbyswyd y Bwrdd Arholi o'r amgylchiadau hyn cyn ei gyfarfod rhaid i'r dysgwr ddangos rheswm da dros beidio â gwneud hynny. Os na all y dysgwr roi rheswm da ni all ddefnyddio'r amgylchiadau fel sail dros apelio.

4.5 **Hysbysir dysgwyr na fydd Apeliadau sy'n cwstiynu dyfarniad academiaidd yr Arholwyr yn dderbyniol.**

4.6 Ar ôl derbyn Apêl bydd y CSA yn cydnabod ei fod wedi ei apêl derbyn ac yn hysbysu'r Rheolwr Sicrhau Ansawdd, fel rheol **o fewn pum niwrnod gwaith** ac yn anfon yr apêl ymlaen yn syth at Uwch Gyfarwyddwr y Gwasanaethau Academiaidd ynghyd â'r holl wybodaeth sy'n berthnasol i gais y dysgwr am Gadarnhad.

4.7 Bydd Uwch Gyfarwyddwr y Gwasanaethau Academiaidd, neu'r sawl a enwebir ganddo, yn ymchwilio i'r Apêl ac, os yw hynny'n berthnasol i amgylchiadau'r achos, yn ymgynghori â PC Maes Rhaglen y dysgwr neu â Chadeirydd y Bwrdd Arholi perthnasol.

4.8 Bydd y CSA (ar y cyd â'r Rheolwr Sicrhau Ansawdd) yn sicrhau bod y dysgwr yn derbyn adroddiad cynnydd ysgrifenedig **o fewn 25 diwrnod gwaith** o dderbyn y cais am Apêl.

4.9 Fel rheol, mae'n ofynnol i Uwch Gyfarwyddwr y Gwasanaethau Academiaidd wrthod unrhyw Apêl **o fewn tri mis** o'i derbyn os yw'n:

- i. seiliedig ar ffactorau a oedd yn hysbys i'r Bwrdd Arholi dan sylw pan benderfynwyd Canlyniad y

dysgwr;

- ii. cyflwyno gwybodaeth a oedd yn hysbys i'r dysgwr, ac y gallasai fod wedi ei dwyn i sylw'r Bwrdd Arholi cyn y cyfarfod, ac os nad yw'r dysgwr yn rhoi rheswm boddhaol dros fod wedi peidio â gwneud hynny;
- iii. cwestiynu dyfarniad academiaidd y Bwrdd Arholi.

***Noder:** Os gwrthodir ceisiadau dysgwyr ar y cam hwn gallant wneud cais pellach i'r Sefydliad Dyfarnu priodol yn unol ag Adran 5. Bydd y CSA yn hysbysu'r dysgwr bod y cais wedi cael ei wrthod **o fewn 5 diwrnod gwaith** o ddyddiad y penderfyniad i wrthod yr Apêl.*

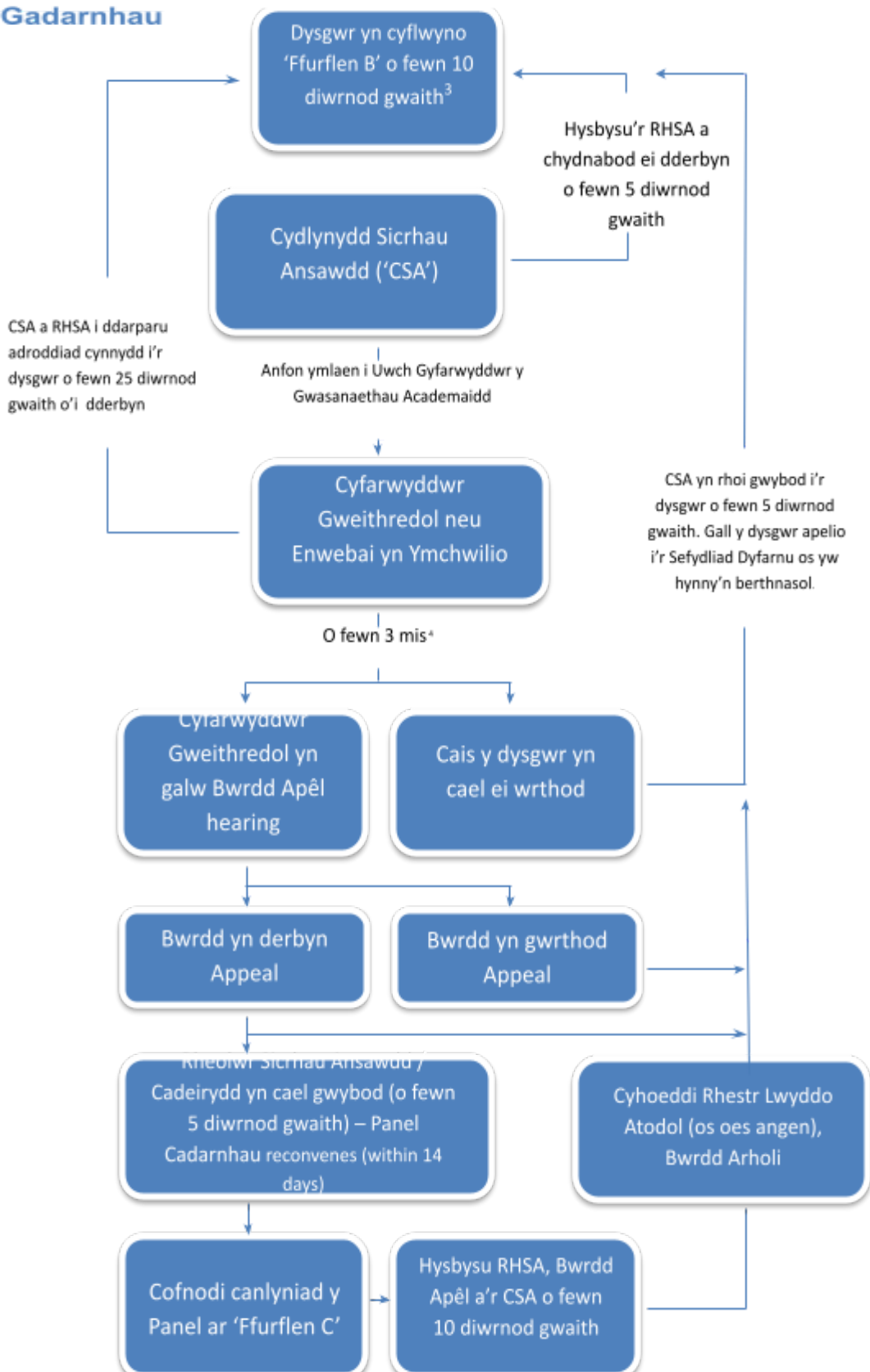
- 4.10 Os yw Uwch Gyfarwyddwr y Gwasanaethau Academaidd neu'r sawl a enwebir ganddo'n penderfynu bod digon o dystiolaeth i'r achos gael ei ystyried, bydd yn cael ei gyfeirio at Fwrdd Apêl y Grŵp.
- 4.11 Bydd y Bwrdd Apêl yn cynnwys Uwch Gyfarwyddwr y Gwasanaethau Academaidd neu'r Pennaeth Cynorthwyol Ansawdd a Pherfformiad (fydd yn gweithredu fel Cadeirydd) ynghyd â dau Bennaeth Cynorthwyol nad ydynt wedi ymwneud â'r achos o'r blaen. Fel rheol bydd hyn yn digwydd **o fewn tri mis** o dderbyn y cais am Apêl.
- 4.12 Bydd y Bwrdd Apêl yn enwebu aelod o staff y Gwasanaethau Academaidd i gofnodi'r gwrandawriad Apêl.
- 4.13 Bydd y Bwrdd Apêl yn cynnig gwrandawriad personol i'r dysgwr, a chaiff y dysgwr wybod ymlaen llaw am amser a dyddiad y cyfarfod. Caiff y dysgwr fynd ag aelod o staff academiaidd, lles neu ymgynghorol y Grŵp, neu fyfyrwr neu swyddog o Undeb y Myfyrwyr gydag ef i'r cyfarfod, ond fel rheol ni chaiff ei gynrychioli ganddynt. Ni chaiff y dysgwr fynd ag unrhyw unigolyn arall i'r Bwrdd Apêl ac ni chaiff anfon neb arall i'r gwrandawriad yn ei le. Gofynnir i'r dysgwr ymlaen llaw a yw'n dymuno defnyddio'r Gymraeg yn y cyfarfod. Os bydd angen darparu gwasanaeth cyfieithu ar y pryd i fodloni cais y dysgwr, hysbysir y dysgwr am hyn cyn y cyfarfod.
- 4.14 Disgwylir i'r maes rhaglen dan sylw anfon aelod o'i staff i fod yn bresennol yn y gwrandawriad ac, ar wahoddiad Cadeirydd y Bwrdd Apêl, gyfrannu at y gwrandawriad.
- 4.15 Bydd y Bwrdd Apêl yn seilio ei benderfyniad ar y dystiolaeth a geir yng nghyflwyniad y dysgwr a thystiolaeth Cadeirydd y Bwrdd Arholi dan sylw, ynghyd ag unrhyw dystiolaeth arall a ystyria'n berthnasol.
- 4.16 Mae gan y Bwrdd Apêl hawl i eithrio unrhyw fater a gyflwynir gan y dysgwr, neu gan unrhyw un sydd wedi dod gyda'r dysgwr, os yw o'r farn nad yw'r mater yn uniongyrchol berthnasol i gynnwys cais y dysgwr am Apêl.
- 4.17 Rhoddir gwybod am benderfyniad y Bwrdd Apêl i Gadeirydd y Bwrdd Arholi a'r Rheolwr Sicrhau Ansawdd **o fewn 5 diwrnod gwaith**. Bydd y CSA yn hysbysu'r dysgwr yn ysgrifenedig o'r canlyniad o fewn **5 diwrnod gwaith pellach**.
- 4.18 Bydd gan y Bwrdd Apêl y grym i wneud un o'r penderfyniadau canlynol:
 - i. gwrthod yr Apêl a mynnu na chymerir unrhyw gamau pellach; neu
 - ii. ganiatáu'r Apêl a chyfeirio'r mater yn ôl i'r Panel Cadarnhau.

- 4.19 Yn achos 4.18(i) uchod bydd penderfyniad y Bwrdd Apêl yn derfynol ac ystyrir y mater wedi'i gwblhau. Ni fydd trafodaeth ar benderfyniad y Bwrdd Apêl â'r dysgwr nac â neb arall.
- 4.20 Yn achos 4.18(ii) uchod, bydd adroddiad llawn, yn cynnwys argymhellion neu gyngor lle y bo hynny'n briodol yn ôl amgylchiadau'r achos (gan gynnwys yr holl ddogfennau atodol) yn cael ei anfon i'r Panel Cadarnhau.
- i. Yn achos 4.18(ii) uchod, bydd perfformiad y dysgwr yn yr asesiad yn cael ei ailystyried gan y Bwrdd Cadarnhau **o fewn 14 diwrnod** o'r dyddiad y derbyniwyd penderfyniad y Bwrdd Apêl.
- 4.21 Os caiff yr achos ei gyfeirio'n ôl i'r Panel Cadarnhau, gall y Bwrdd Apêl, lle bo hynny'n briodol yn ôl amgylchiadau'r achos, ofyn am i swyddog o Brifysgol Bangor, Pearson neu Edexcel fod yn bresennol yn y cyfarfod fel sylwedydd. Mewn achosion eithriadol yn unig, gall y Bwrdd Apêl hefyd newid cyfansoddiad y Panel Cadarnhau.
- 4.22 I ddibenion ailystyried perfformiad dysgwr mewn Asesiad yn dilyn Apêl lwyddiannus, bydd gan y Panel Cadarnhau'r awdurdod i weithredu fel Bwrdd Arholi.
- 4.23 Bydd Cadeirydd y Panel Cadarnhau yn anfon penderfyniad y Panel Cadarnhau (sydd i'w gofnodi ar 'Ffurflen C'), ynghyd â chopi o'r cofnod perthnasol, at y Rheolwr Sicrhau Ansawdd a'r Bwrdd Apêl **o fewn 10 diwrnod gwaith** o ddyddiad gwrandawriad y Panel Cadarnhau.
- 4.24 Bydd y CSA yn hysbysu'r dysgwr o benderfyniad y Panel Cadarnhau **o fewn 5 diwrnod gwaith** o'r dyddiad pryd y derbyniwyd y penderfyniad ynghyd â'r rhesymau am y penderfyniad.
- 4.25 Bydd penderfyniad y Panel Cadarnhau ynghylch p'un a dylid gwneud unrhyw addasiadau neu beidio i'r marciau neu raddau a ddyfarnwyd yn derfynol. Os daw i'r amlwg bod afreoleidd-dra difrifol wedi digwydd yn y drefn, gall y Rheolwr Sicrhau Ansawdd gyfeirio'r achos yn ôl at Gadeirydd y Bwrdd Apêl.
- 4.26 Efallai y bydd penderfyniad y Panel Cadarnhau i addasu, neu beidio ag addasu, marciau neu raddau a ddyfarnwyd yn newid Canlyniad cyffredinol y dysgwr yn yr Asesiad, ond efallai na fydd. Os addesir y Canlyniad cyffredinol, bydd Cadeirydd y Bwrdd Arholi yn trefnu bod y CSA yn cyhoeddi unrhyw restr lwyddo atodol yn ôl yr angen.
- 4.27 Os penderfyna'r Panel Cadarnhau, ar ôl Apêl lwyddiannus, fod y dysgwr wedi cynhwysu ar gyfer gradd, cyflwynir y radd honno i'r dysgwr dan sylw yn y Seremoni Raddio nesaf.
- 4.28 Bydd gan y Panel Cadarnhau'r awdurdod i ddyfarnu bod gan ddysgwr sydd eisoes wedi ennill y radd yr hawl i gael gradd o ddosbarth gwahanol os penderfyna'r Panel Cadarnhau, yn dilyn Apêl lwyddiannus, y dylid diwygio dosbarth gradd y dysgwr. Mewn achosion o'r fath, bydd y Grŵp yn trefnu i roi tystysgrif newydd i'r dysgwr ar ôl iddo anfon y dystysgrif wreiddiol yn ôl.
- 4.29 Lle bo hynny'n berthnasol, gwneir trefniadau priodol yng nghyswllt dysgwr y mae'r Panel Cadarnhau o'r farn, ar ôl apêl lwyddiannus, ei fod wedi cymhwyso ar gyfer tystysgrif neu ddiploma.
- 4.30 Os bydd y Panel Cadarnhau yn newid unrhyw farciau neu raddau a ddyfarnwyd gan y Bwrdd Arholi, fe nodir y newid yn ffurfiol ar Ffurflen Ymateb (Ffurflen 'C') a rhoddir copi i'r Bwrdd Arholi yn ei gyfarfod nesaf.

5. Apeliadau Pellach

- 5.1 Os bydd dysgwr yn dymuno Apelio yn erbyn penderfyniad y Bwrdd Apêl, rhaid iddo wneud Apêl bellach i Brifysgol Bangor, Pearson neu Edexcel. Bydd Apêl o'r fath yn digwydd yn unol â pholisïau a gweithdrefnau'r Sefydliad Dyfarnu dan sylw.
- 5.2 Dim ond ar ôl cwblhau'r holl Weithdrefnau yn y ddogfen hon y gall dysgwr gyflwyno Apêl o dan 5.1

Siart Llif o'r Broses Gadarnhau



FFURFLEN A: FFURFLEN GAIS AM GADARNHAD

Cadarnhad yw cam cyntaf y Weithdrefn Gadarnhau ac Apelio

Cynghorir ymgeiswyr i ddarllen y Weithdrefn Gadarnhau ac Apelio cyn llenwi'r ffurflen hon. Mae'r Weithdrefn hon yn berthnasol i:

- i. ddysgwyr yng Ngrŵp Llandrillo Menai (y Grŵp) sy'n cwblhau graddau sylfaen neu raddau atodol a ddilysir gan Brifysgol Bangor, y Rhaglen Sylfaen Ryngwladol, Tystysgrifau Cenedlaethol a Diplomau Uwch (HNC/HND) a ddilysir gan Pearson Edexcel a Dyfarniadau Datblygiad Proffesiynol a,
- ii. dysgwyr sydd wedi derbyn unrhyw un o'r uchod fel cymhwyster gadael gan y Grŵp yn dilyn cwblhau neu gwblhau'n rhannol raglen AU a ddilysir gan Brifysgol Bangor, Pearson neu Edexcel.

Rhaid anfon ceisiadau am Gadarnhad at y Cydlynnydd Sicrhau Ansawdd:

Grŵp Llandrillo Menai
Ffordd Llandudno
Llandrillo-yn-Rhos
LL28 4HZ

Dylai'r cais gyrraedd o fewn 10 diwrnod, fan bellaf, ar ôl dyddiad cyhoeddi penderfyniadau'r Bwrdd Arholi perthnasol. Dylid teipio'r ffurflen, neu ei llenwi ag inc du.

Unwaith y bydd y Cadarnhad wedi'i gwblhau, cewch wybod am y canlyniad ac, os yw hynny'n berthnasol, cewch Ffurflen Gais i'ch galluogi i gyflwyno Apêl i'r Grŵp.

Enw'r Dysgwr:	
Rhif Adnabod y Dysgwr:	
Cyfeiriad ar gyfer POB Gohebiaeth:	
Cwrs:	
Penderfyniad y Bwrdd Arholi	

Dymunaf geisio Cadarnhad fel a ganlyn (ticiwch un neu fwy o'r blychau perthnasol):

- i) nad yw'r Canlyniad a gyhoeddir gan y Grŵp yn cynnwys gwallau rhifyddol na gwallau ffeithiol eraill;
(cwblhewch adran 1 isod)
- ii) bod yr Arholwyr yn ymwybodol o amgylchiadau personol eithriadol a allai, yn fy marn i, fod wedi amharu er fy mherfformiad academiaidd a'u bod wedi ystyried yr amgylchiadau hyn;
(cwblhewch adran 2 isod)

- iii) bod yr Arholwyr yn ymwybodol o ddiffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad, neu mewn cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad, pan allai diffygion, afreoleidd-dra a chyngor o'r fath fod wedi, yn fy marn i, amharu ar fy mherfformiad academaidd

(cwblhewch adran 3 isod)

Nodwch na chaniateir ceisiadau am Gadarnhad am unrhyw resymau eraill.

Adran 1:

Os ydych yn ceisio Cadarnhad oherwydd eich bod yn credu bod gwallau rhifyddol neu wallau ffeithiol eraill wedi amharu ar eich Canlyniad:

1.1 - nodwch pam eich bod yn credu bod y Canlyniad a gyhoeddwyd gan y Grŵp yn cynnwys gwallau rhifyddol neu wallau ffeithiol eraill, gan restru unrhyw Asesiad(au) cysylltiedig. *(Parhewch ar ddalen ar wahân, os oes angen)*

Adran 2:

Os ydych yn ceisio Cadarnhad am eich bod yn credu y gallai amgylchiadau personol eithriadol fod wedi amharu ar eich perfformiad academaidd:

2.1 - Disgrifiwch yr amgylchiadau personol eithriadol y credwch y gallent fod wedi amharu ar eich perfformiad yn yr Asesiad a pham. Amgawch unrhyw dystiolaeth feddygol neu unrhyw dystiolaeth ddogfennol arall i gefnogi'ch cais. **Os na hysbyswyd y Bwrdd Arholi o'r amgylchiadau hyn cyn ei gyfarfod, cwblhewch Adran 2.2.** *(Parhewch ar ddalen ar wahân, os oes angen).*

2.2 - Os na hysbyswyd y Bwrdd Arholi perthnasol o'r amgylchiadau personol eithriadol cyn ei gyfarfod, nodwch y rhesymau pam na wnaethoch roi gwybod am eich amgylchiadau personol i'r Bwrdd Arholi cyn ei gyfarfod. (*Parhewch ar ddalen ar wahân, os oes angen*).

Adran 3:

Os ydych yn ceisio Cadarnhad am eich bod yn credu bod diffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu yn y cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad a allai fod wedi amharu ar eich perfformiad academiaidd:

3.1 - Disgrifiwch y diffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu yn y cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad a allai fod wedi amharu ar eich perfformiad academiaidd. Amgawch dystiolaeth i gefnogi'ch cais. (*Parhewch ar ddalen ar wahân, os oes angen*).

Ydych chi o'r farn bod gennych Anabledd?

Ystyr hyn i'r Grŵp yw: "nam corfforol neu feddyliol tymor hir sy'n amharu'n sylweddol ar eich gallu i gyflawni gweithgareddau dydd i ddydd".

Oes/Nac oes

Dileer fel y bo'n briodol

Ydych chi'n dymuno i unrhyw addasiadau rhesymol gael eu gwneud i unrhyw ran o'r broses Apêl?

Ydw / Nac ydw

Dileer fel y bo'n briodol

Os Ydych, rhowch fanylion unrhyw addasiadau rhesymol sydd eu hangen arnoch.

Rwy'n datgan fy mod wedi darllen Gweithdrefn Gadarnhau ac Apelio'r Grŵp, a bod unrhyw wybodaeth a roddais ar y ffurflen hon, ac ar unrhyw bapurau amgaeedig, yn ddatganiad ffeithiol gywir.

Llofnod:	Dyddiad:
Rhaid i unrhyw gyfathrebu a fo'n ymwneud â'r Cadarnhad, tra ymdrinnir ag ef, fod yn ysgrifenedig, a'i gyfeirio at:	
Y Cydlynnydd Sicrhau Ansawdd Grŵp Llandrillo Menai Ffordd Llandudno Llandrillo-yn-Rhos LL28 4HZ	

FFURFLEN B: FFURFLEN GAIS I APELIO YN ERBYN PENDERFYNIAD BWRDD ARHOLI AR ÔL CADARNHAD

Mae'r ffurflen hon i'w defnyddio gan ddysgwyr sy'n dymuno Apelio i'r Grŵp yn erbyn penderfyniad Bwrdd Arholi.

Dylid teipio'r ffurflen, neu ei llenwi ag inc du, a'i hanfon at y Cydlynnydd Sicrhau Ansawdd i gyrraedd o fewn:

- i. **deg diwrnod gwaith** o ddyddiad anfon yr hysbysiad ysgrifenedig o ganlyniadau'r broses Gadarnhau at y dysgwr.

Dylai dysgwyr ddarllen Gweithdrefn Wirio a Chadarnhau'r Grŵp yn ofalus, gan roi sylw arbennig i'r rhesymau y gellir seilio Apêl arnynt. **Ni all dysgwyr apelio am y rheswm eu bod yn anfodlon neu'n siomedig ynglŷn â chanlyniad arholiad.**

Rhaid nodi rhesymau'r Apêl yn glir ac yn gryno. Rhaid amgáu unrhyw fanylion ychwanegol, os oes rhai, ac unrhyw dystiolaeth ddogfennol berthnasol, pa un ai a yw'n feddygol neu fel arall.

Enw'r Dysgwr:	
Rhif Adnabod y Dysgwr:	
Cyfeiriad:	
Cwrs:	
Nodwch pa benderfyniad gan y Bwrdd Arholi yr ydych yn Apelio yn ei erbyn:	
Nodwch yn gryno'r rhesymau dros eich Apêl:	
Adran 1: Os ydych yn Apelio oherwydd eich bod yn credu bod gwallau rhifyddol neu wallau ffeithiol eraill wedi amharu ar eich Canlyniad:	

1.1 - nodwch pam eich bod yn credu bod y Canlyniad a gyhoeddwyd gan y Grŵp yn cynnwys gwallau rhifyddol neu wallau ffeithiol eraill, gan restru unrhyw Aseiad(au) cysylltiedig. *(Parhewch ar ddalen ar wahân, os oes angen)*

Adran 2:

Os ydych yn Apelio am eich bod yn credu y gallai amgylchiadau personol eithriadol fod wedi amharu ar eich perfformiad academiaidd:

2.1 - Disgrifiwch yr amgylchiadau personol eithriadol y credwch y gallent fod wedi amharu ar eich perfformiad yn yr Aseiad a pham. Amgaewch unrhyw dystiolaeth feddygol neu unrhyw dystiolaeth ddogfennol arall i gefnogi'ch cais. **Os na hysbyswyd y Bwrdd Arholi o'r amgylchiadau hyn cyn ei gyfarfod, cwblhewch Adran 2.2.** *(Parhewch ar ddalen ar wahân, os oes angen).*

2.2. - Os na hysbyswyd y Bwrdd Arholi perthnasol o'r amgylchiadau personol eithriadol cyn ei gyfarfod, nodwch y rhesymau pam na wnaethoch roi gwybod am eich amgylchiadau personol i'r Bwrdd Arholi cyn ei gyfarfod. (*Parhewch ar ddalen ar wahân, os oes angen*).

Adran 3:

Os ydych yn Apelio am eich bod yn credu bod diffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu yn y cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad a allai fod wedi amharu ar eich perfformiad academaidd:

3.1 - Disgrifiwch y diffygion neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu yn y cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad a allai fod wedi amharu ar eich perfformiad academaidd. Amgawch dystiolaeth i gefnogi'ch cais. (*Parhewch ar ddalen ar wahân, os oes angen*).

Ydych chi o'r farn bod gennych Anabledd?

Ystyr hyn i'r Grŵp yw: "nam corfforol neu feddyliol tymor hir sy'n amharu'n sylweddol ar eich gallu i gyflawni gweithgareddau dydd i ddydd".

Oes/Nac oes

Dileer fel y bo'n briodol

Ydych chi'n dymuno i unrhyw addasiadau rhesymol gael eu gwneud i unrhyw ran o'r broses Apêl?

Ydw / Nac ydw

Dileer fel y bo'n briodol

Os Ydych, rhowch fanylion unrhyw addasiadau rhesymol sydd eu hangen arnoch.

Rwy'n datgan fy mod wedi darllen Gweithdrefn Gadarnhau ac Apelio'r Grŵp, a bod unrhyw wybodaeth a roddais ar y ffurflen hon, ac ar unrhyw bapurau amgaeedig, yn ddatganiad ffeithiol gywir.

Llofnod:

Dyddiad:

Rhaid i unrhyw gyfathrebu a fo'n ymwneud â'r Apêl, tra ymdrinnir â hi, fod yn ysgrifenedig, a'i gyfeirio at:

Y Cydlynnydd Sicrhau Ansawdd
Grŵp Llandrillo Menai
Ffordd Llandudno
Llandrillo-yn-Rhos
LL28 4HZ

FFURFLEN C: FFURFLEN YMATEB Y CADEIRYDD YN DILYN CAIS AM GADARNHAD NEU ARWEINIAD GAN Y BWRDD APÊL

Enw'r Dysgwr			
Rhif Adnabod y Dysgwr			
Enw'r Cadeirydd			
Llofnod y Cadeirydd		Dyddia d:	
Galwyd y Panel yn Dilyn: (Ticiwch y Blwch Priodol)	CAIS AM GADARNHAD		ARWEINIAD GAN Y BWRDD APÊL

Dewiswch **un** o'r opsiynau canlyno a thiciwch y blwch / blychau perthnasol i nodi pam y dewiswyd yr opsiwn hwnnw. Gellir atodi esboniad a / neu dystiolaeth atodol i'r ffurflen hon os oes angen:

Opsiwn 1	
Galwyd Panel Cadarnhau i ailystyried Asesiad y dysgwr oherwydd:	
Bod gwall rhifyddol neu wall ffeithiol arall wedi digwydd;	
bod amgylchiadau personol eithriadol y rhoddodd y dysgwr wybod amdanynt cyn i'r Bwrdd Arholi dan sylw gyfarfod <u>heb</u> gael eu hystyried yn y cyfarfod;	
Bod y dysgwr, wrth ofyn am Gadarnhad, wedi darparu <u>tystiolaeth ychwanegol</u> o amgylchiadau personol eithriadol oedd eisoes yn hysbys <u>cyn</u> cyfarfod y Bwrdd Arholi dan sylw;	
Bod y dysgwr, wrth ofyn am Gadarnhad, wedi darparu <u>tystiolaeth ychwanegol</u> o amgylchiadau personol eithriadol <u>nad oeddynt</u> eisoes yn hysbys cyn cyfarfod y Bwrdd Arholwyr <u>ac</u> , wedi egluro'n foddhaol pam nad oedd y dystiolaeth hon ar gael ar y pryd;	
Bod y dysgwr <u>wedi darparu dystiolaeth o ddiffygion</u> neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu mewn cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad nad oedd y Bwrdd Arholi yn ymwybodol ohonynt	
Rheswm arall (rhowch fanylion)	
Rhan 3 - Cwblhewch Adran 3	

<u>Opsiw 2</u>	
Ni alwyd Panel Cadarnhau i ailystyried Canlyniad Asesiad y dysgwr oherwydd:	
Na fu <u> unrhyw </u> wall rhifyddol neu wall ffeithiol arall;	
Roedd yr amgylchiadau personol eithriadol y rhoddodd y dysgwr wybod amdanynt <u> eisoes </u> wedi cael eu hystyried;	
Roedd y dysgwr wedi darparu tystiolaeth o amgylchiadau personol eithriadol <u> nad oeddynt </u> eisoes yn hysbys cyn cyfarfod y Bwrdd Arholi, <u> ond heb </u> egluro'n foddhaol pam nad oedd y dystiolaeth hon ar gael ar y pryd;	
Nid oedd <u> unrhyw ddiffygion </u> neu afreoleidd-dra yn y modd y cynhaliwyd yr Asesiad neu yn y cyfarwyddiadau ysgrifenedig neu gyngor yn ymwneud â'r Asesiad.	
Roedd <u> yna ddiffygion </u> neu afreoleidd-dra ond roedd y Bwrdd Arholi <u> eisoes wedi eu hystyried </u> ;	
Rheswm arall (rhowch fanylion)	
<u>Rhan 3</u>	
Yn dilyn ei gyfarfod mae'r Panel Cadarnhau wedi gwneud y penderfyniad(au) canlynol yng nghyswllt y dysgwr hwn:	

Yn dilyn cais am Gadarnhad rhaid i'r ffurflen hon gael ei chadw gan Gadeirydd y Panel Cadarnhau a dylid anfon copiâu at y Rheolwr Sicrhau Ansawdd a'r Cydlynnydd Sicrhau Ansawdd (ac i'r Bwrdd Apêl hefyd mewn achos o Apêl). Rhaid sicrhau bod copi ar gael hefyd yng nghyfarfod nesaf y Bwrdd Arholi.

Higher Education Assessment Confirmation and Appeals Policy

This policy applies to Bangor University Degrees validated for Grŵp Llandrillo Menai Higher Education Programmes

Purpose of this Policy

Grŵp Llandrillo-Menai (the Grŵp) recognises and upholds the principle that Students should have a mechanism by which academic decisions can be reviewed. This Policy is intended to provide such a mechanism by allowing Students, on validated HE programmes, to apply to the Grŵp to have decisions made concerning their progression and classification checked and, to allow for appeal if necessary.

Students are advised however that this Policy (and its accompanying Procedure) is **only** to be used to Confirm and Appeal an academic decision of a Board of Examiners; it is **not** to be used to raise a complaint or to appeal against an individual assessment grade. Students seeking to raise a complaint should refer to the Complaints Procedure which is available bilingually on the Grŵp Portal.

This Procedure should also **not** be used to appeal a decision reached under any of the Grŵp's **other procedures** which have their own appeals process e.g. the Unfair Practice, Extenuating Circumstances or Disciplinary Procedures.

Any application for Confirmation or Appeal which solely questions the academic judgement of a Board of Examiners will not be accepted e.g. where the learner is unhappy with, or simply believes their mark is too low.

Policy Statement

As part of its commitment to a high-quality learner experience, the Grŵp will actively ensure that all grievances are resolved as quickly as possible and will expect Students to participate in resolving matters informally in the first instance. Formal procedures will only be instigated if it has not been possible to resolve the Student's grievance informally.

All applications submitted under this Procedure will be considered and acted upon fairly, without discrimination or disadvantage to the learner and in the knowledge that a Student's confidentiality will be respected throughout (subject to limited disclosure of the contents of the application as necessary to ensure its proper investigation).

In accordance with principles of fairness and transparency as required by Chapter B9 of the QAA Quality Code governing academic appeals and student complaints, no person will be permitted to investigate, or otherwise act upon, any aspect of a Student's application for Confirmation or Appeal where:

- they have a material interest in that application or,
- where an actual or potential conflict of interest may otherwise arise.

Implementation

This Policy will be implemented through the Confirmation and Appeals Procedure.

To promote the Grŵp's bilingual ethos, all Students will have the opportunity to specify whether correspondence and/or Appeal hearings should be in Welsh or English.

In accordance with the Equality Act 2010, the Grŵp will endeavour to make reasonable adjustments for any Students who, through their application(s), request that such adjustments be made e.g. the provision of a British Sign Language or other interpreter.

Monitoring and Impact Measurement

The Confirmation and Appeals Procedure is monitored and enhanced annually after the September Resit Examination Boards by the Higher Education Quality and Standards Group.

Publication of Policy

This Policy (and its associated Procedure) will be made available bilingually to the public via the Grŵp's website and to all members of staff via the Grŵp Portal.

Policy approved by: Tîm Polisi Policy

Approval date: June 2023

Policy review Date: August 2025

Higher Education Assessment Confirmation and Appeals Procedure

1. Who does this Procedure apply to?

1.1 This Procedure is applicable to:

- i. Students completing validated Bangor University foundation and top-up degrees, Pearson Edexcel validated Higher National Certificates and Diplomas ('HNCs/HNDs') and,
- ii. Students who have been awarded any of the above as an exit qualification by the Grŵp following completion or part-completion of a validated Bangor University or Pearson Edexcel HE programme.

1.2 Students undertaking programmes delivered in partnership with Awarding Institutions other than Bangor University or Pearson Edexcel should **not** make use of this Procedure. Reference should instead be made to the course VLE and academic regulations applicable to the Awarding Institution in question. All awarding body regulations are available via the GLLM website

2. Notes for Students and Defined Terms

2.1 Students invoking the Confirmation and Appeals Procedure are advised to note that the Procedure consists of **two distinct stages**:

- i. an application for a **Confirmation of the student's results** - this is the first stage of the appeals process whereby the student's academic profile and award outcome is confirmed in accordance with para 3 below,
- ii. an application for an **Appeal to the Grŵp** in accordance with par 4 below

2.2 **All Students must make an application for a Confirmation of their Results before an Appeal application will be accepted by the Grŵp.**

2.3 The following words have a special meaning within this Procedure and should be given that meaning (unless otherwise stated):

"Assessment" *any form of assessed piece of work which officially counts towards a Student's overall Result.*

"Board of Examiners" *a panel of at least 25% of Eligible Examiners that meets to oversee the progression, Assessment and classification of Students on Bangor University or Pearson Edexcel validated programmes.*

"Examiner" or **means:**

"Eligible Examiner" *(i) the following members of the Grŵp's staff:*

- *the Assistant Principal to which the Board of Examiners relates (or their nominee);*
- *the Programme Leader for the programme being presented to the Board ('the Presenting Programme');*
- *all tutors involved in the delivery and assessment of the modules within the Presenting Programme;*
- *a member of the International Office (where international students are*

enrolled on the Presenting Programme).

(ii) any person acting as External Examiner for the Presenting Programme.

Any person invited or appointed to act as a Co-opted Consultative Member shall

be excluded from this definition.

“Result” *a mark calculated and awarded by a Board of Examiners to indicate a Student's performance in an Assessment in accordance with the regulations of Bangor University or Pearson Edexcel.*

Unless the context otherwise clearly indicates, any words used in the singular e.g. “Result” also include the plural i.e. “Results” and vice-versa.

3. Confirmation Procedure

3.1 A learner is entitled to ask for Confirmation of one or more of the following in respect of an Assessment:

- i. **that the Result published by the Grŵp is free of arithmetical or other errors of fact;**
- ii. **that the Examiners were aware of exceptional personal circumstances which might in the Student's opinion have had an adverse effect on their academic performance;**
- iii. **that the Examiners were aware of defects or irregularities in the conduct of the Assessment or in written instructions or advice relating to that Assessment, when such defects, irregularities or advice might, in the Student's opinion, have had an adverse effect on their performance.**

3.2 The learner must submit a written application to the Grŵp's Quality Assurance Co-ordinator ('QAC') within **10 working days**, beginning the date on which the decisions of the relevant Board of Examiners are published. Applications submitted outside of this time period may, with good reason, be accepted at the discretion of the QAC.

Note: a form ('Form A') is available within this Procedure for this purpose.

3.3 Requests for Confirmation must include details of any alleged defects or irregularities in the conduct of the Assessment, in any written instructions or advice relating to that Assessment, or of any exceptional personal circumstances and (if appropriate) at what point before the meeting of the Board of Examiners the circumstances were reported.

3.4 On receipt of the written application, the QAC will notify the Quality Assurance Manager and will ask the Chair of the relevant Board of Examiners ('the Chair') to take the necessary steps to Confirm the facts to which the application refers. At the same time, the QAC will, within 5 working days, acknowledge receipt of the application in writing and inform the learner of the action(s) being taken.

3.5 The Chair will ensure that the facts are confirmed within:

- i. **eight weeks** from the date of an application arising from a decision of a Board of Examiners convened in June, and
- ii. **four weeks** from the date of an application arising from a decision of a Board of Examiners

convened in September.

3.6 The Chair will, when they have completed their enquiry, take the following action:

i. If the Confirmation Procedure indicates that:

- a. there has been an arithmetical or other factual error;
- b. exceptional personal circumstances reported by the learner **prior** to the meeting of the Board of Examiners concerned **were not**, in fact, considered at the meeting;
- c. the learner, in the course of requesting Confirmation, has provided **additional** evidence of exceptional personal circumstances which **were** previously notified prior to the meeting of the Board of Examiners;
- d. the learner, in the course of requesting Confirmation, has provided **additional** evidence of exceptional personal circumstances which **were not** previously notified prior to the meeting of the Board of Examiners **and**, has explained satisfactorily why such evidence was not made available at that time;
- e. the learner has provided evidence of defects or irregularities in the conduct of the Assessment or in written instructions or advice relating to that Assessment of which the Board of Examiners had been **unaware**;

A Confirmation Panel will be convened by the Chair as soon as is reasonably practicable to re-consider the Student's assessment performance. The Chair will attend the Confirmation Panel to act as the Chair of that Panel along with:

- the Chair of at least one other Board of Examiners,
- the Higher Education and Development Manager,
- the Quality Assurance Manager,
- the Head of Registry,
- a minute taker, and
- any other person the Panel, at its discretion, thinks necessary.

For the purposes of re-considering the Student's assessment performance, the Confirmation Panel will have the authority to act as a Board of Examiners.

Following the Confirmation Panel, the Chair will inform the Quality Assurance Manager in writing of the outcome using the Response Form ('Form C'). The QAC will inform the learner in writing of the outcome and the action(s) being taken. At the same time, the Chair will request the QAC to arrange for the publication of any supplementary pass list(s) that may be necessary.

Where a change is made by the Confirmation Panel to a decision of a Board of Examiners, formal notification of the change will be given to that Board of Examiners at its next meeting. Notification will be given at the meeting in the form of a standing agenda item for record keeping purposes. The Chair will provide that Board of Examiners with a copy of the completed Response Form.

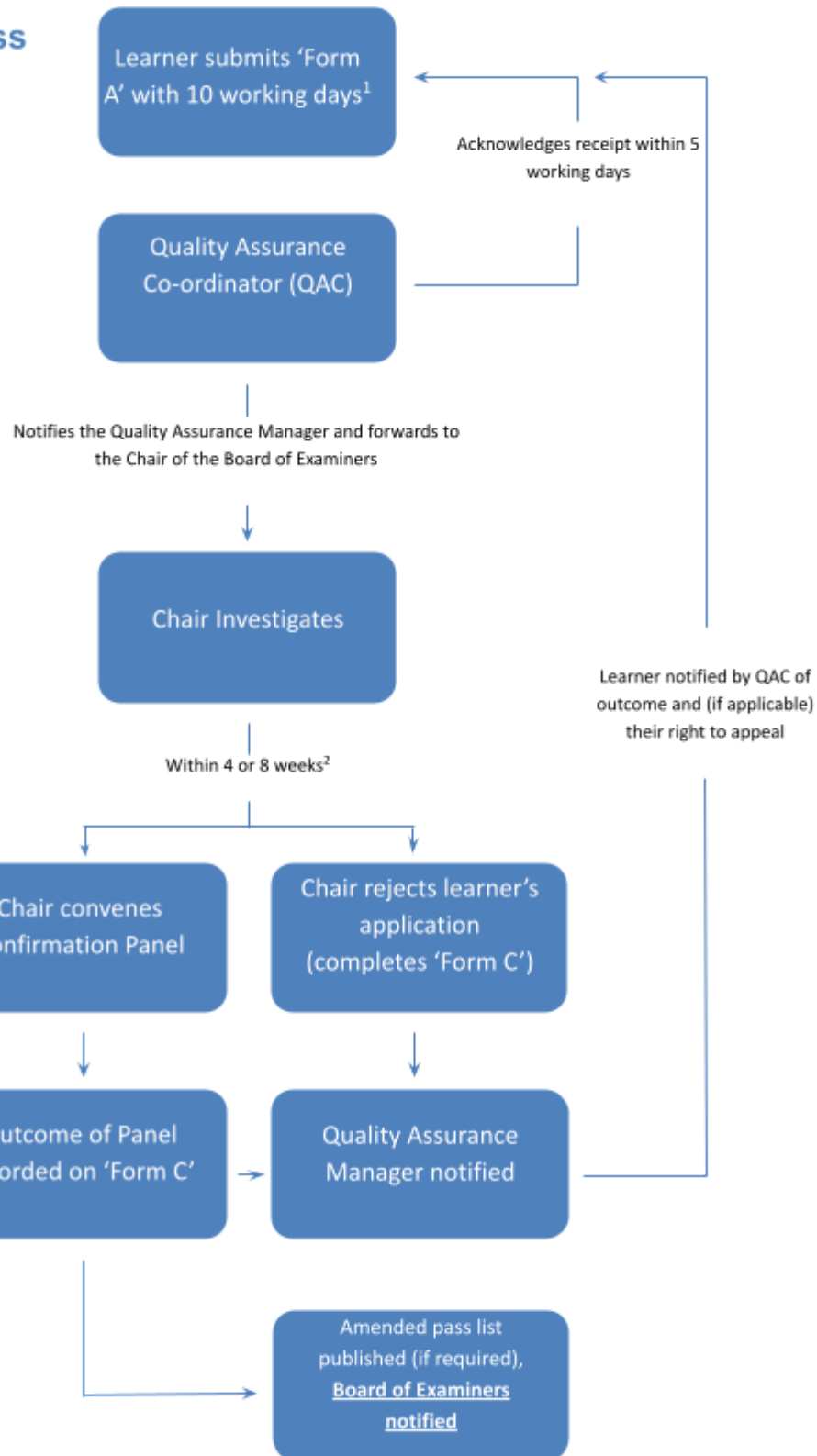
ii. If the Confirmation Procedure indicates that:

- a. there has been **no** arithmetical or factual error;
- b. any exceptional personal circumstances reported by the learner have **already** been considered;
- c. the learner **has** provided additional evidence of exceptional personal circumstances which were not previously notified prior to the meeting of the Board of Examiners, **but has not** explained satisfactorily why such evidence was not made available at that time;
- d. there are **no** defects or irregularities in the conduct of the Assessment or in written instructions or advice relating to that Assessment; or
- e. there **were** defects or irregularities as described in 3.6(i)(e) but the Board of Examiners has **already** taken them into account;

the Chair will inform the Quality Assurance Manager in writing of this conclusion using the Response Form ('Form C'). The QAC will in turn inform the learner in writing of this conclusion. The letter will also state that:

- the learner has the right to make an Appeal;
- that an Appeal may only be made on the grounds stipulated in 4.4 below; and
- that such an Appeal must reach the QAC within the deadline stipulated in 4.1 below.
- A copy of this Procedure must be enclosed with that letter.

Flowchart of the Confirmation Process



¹ Beginning the date on which the decisions of the relevant Board of Examiners were published.

² Four or eight weeks from the date of an application arising from a decision of a Board of Examiners convened in September or June respectively.

4. Appeal Procedure

4.1 Students are only entitled to Appeal against a decision reached following the above process of Confirmation. Any Appeal must be in full and in writing (using 'Form B' at the back of this Procedure) and sent to the Quality Assurance Co-ordinator ('QAC'):

- i. **not later than ten working days** from the date on which the Student's written Confirmation outcome was dispatched.

4.2 Applications submitted outside of this time period may, with good reason, be accepted at the discretion of the QAC.

4.3 Simple notice of Appeal given in writing and received within the above deadline (e.g. an email from the learner stating that they wish to Appeal) will not be deemed to constitute a proper Appeal and will not be accepted.

4.4 The Grŵp is only prepared to consider Appeals which are based on one or more of the following grounds:

- i. **arithmetical or other errors of fact which affected the Student's Results;**
- ii. **defects or irregularities in the conduct of the Assessment or in written instructions or advice relating to that Assessment.**

The learner must provide enough evidence with their application which (unless contradicted) would prove that such defects, irregularities or advice could have had an adverse effect on their performance;

- iii. **exceptional personal circumstances which could have had an adverse effect on the Student's performance.**

The learner must provide enough evidence with their application which (unless contradicted) would prove that the exceptional personal circumstances could have had an adverse effect on their performance. If the circumstances were not made known to the Board of Examiners before its meeting, the learner must also show good reason why they were not made known. If the learner does not provide a good reason, the circumstances cannot be used as grounds for their Appeal.

4.5 Students are reminded that Appeals which question the academic judgement of Examiners will not be admissible.

4.6 On receipt of an Appeal the QAC will inform the Quality Assurance Manager and acknowledge receipt, normally **within five working days** and immediately forward the Appeal to the Executive Director of Academic Services along with all information relating to the Students application for Confirmation.

4.7 The Executive Director of Academic Services or their nominee will investigate the Appeal and, where appropriate to the circumstances of the case, will consult the Assistant Principal of the Student's programme area or the Chair of the relevant Board of Examiners.

4.8 The QAC (in conjunction with the Quality Assurance Manager) will ensure that the learner is provided with a written progress report **within 25 working days** of receipt.

4.9 The Executive Director of Academic Services or their nominee is required to disallow any Appeal

normally **within three months** of its receipt which:

- i. is based on factors which were known to the Board of Examiners concerned when the Student's Result was determined;
- ii. introduces information which was known to, and could have been reported by, the learner prior to the meeting of the Board of Examiners and the learner has not provided a satisfactory reason why such information was not reported;
- iii. questions the academic judgement of the Board of Examiners;

***Note:** Students whose applications are rejected at this stage may make a further application to the appropriate Awarding Institution in accordance with Section 5. The QAC will notify the learner of the rejection **within 5 working days** from the date the decision to reject the Appeal is made.*

- 4.10 If it is decided by the Executive Director of Academic Services or their nominee that there is enough evidence for the case to be considered, it will be referred to the Grŵp's Appeal Board.
- 4.11 The Appeal Board will consist of the Executive Director of Academic Services or the Assistant Principal of Quality and Curriculum (acting as Chair) accompanied by two Assistant Principals not previously involved in the case. This will normally be **within three months** of receipt of the application for Appeal.
- 4.12 The Appeal Board will nominate a member of Academic Services staff to act as minute taker at the Appeal hearing.
- 4.13 A learner will be offered a personal hearing by the Appeal Board and will accordingly be informed in advance of the time and date of the meeting. The learner may be accompanied, but not normally represented, by a member of the academic, welfare or advisory staff, or by a learner or officer of the Students' Union, but not by any other individual. The learner may not send another person to the Appeal Board in their place. The learner will be asked in advance whether they would like to use the Welsh language at the meeting. If simultaneous translation is required to accommodate the learner's request, the learner will be notified of this prior to the meeting.
- 4.14 The Programme Area concerned will be expected to send a member of staff to attend the hearing and, at the invitation of the Chair of the Appeal Board, to contribute to the hearing.
- 4.15 The Appeal Board will base its decision on the evidence of the Student's submission and the testimony of the Chair of the Board of Examiners concerned, together with any further evidence which it considers relevant.
- 4.16 The Appeal Board has the discretion to exclude any matter introduced by the learner, or by any person accompanying the learner, if they conclude that the matter is not directly related to the contents of the Student's Appeal application.
- 4.17 The decision of the Appeal Board will be notified to the Chair of the Board of Examiners and the Quality Assurance Manager **within 5 working days**. The QAC will inform the learner of the outcome in writing within a **further 5 working days**.
- 4.18 The Appeal Board will be empowered to take either of the following decisions:
 - i. to reject the Appeal and require that no further action be taken; or

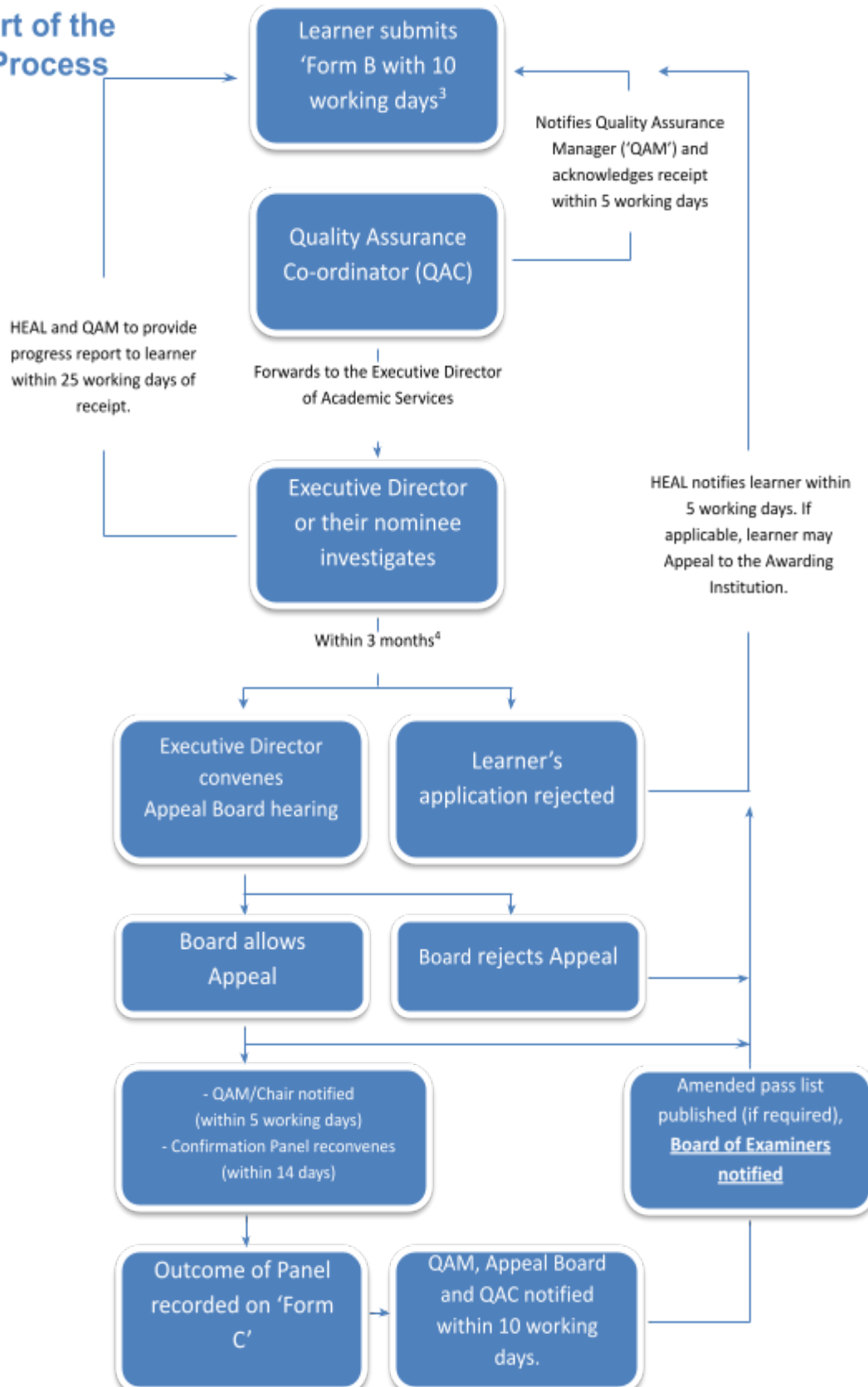
- ii. to allow the Appeal and refer the matter back to the Confirmation Panel.
- 4.19 In the case of 4.18(i) above, the decision of the Appeal Board will be final and the matter will be regarded as closed. There will be no discussion of the decision of the Appeal Board with the learner or any other person.
- 4.20 In the case of 4.18(ii) above, a full report, including recommendations or advice where appropriate to the circumstances of the case (including all supporting documentation) will be sent to the Confirmation Panel.
- 4.21 In the case of 4.18 (ii) above) the Student's assessment performance will be reconsidered by the Confirmation Panel **within 14 days** from the date the decision of the Appeal Board is received.
- 4.22 Where the case is referred back to the Confirmation Panel, the Appeal Board may, where appropriate to the circumstances of the case, request an officer of Bangor University or Pearson Edexcel to attend the meeting as an observer. In exceptional cases only, the Appeal Board may also alter the composition of the Confirmation Panel.
- 4.23 For the purposes of reconsidering the Student's assessment performance following a successful appeal, the Confirmation Panel will have the authority to act as a Board of Examiners.
- 4.24 The decision of the Confirmation Panel (to be recorded on 'Form C'), together with a copy or relevant extract from its minutes, will be sent by the Chair of the Confirmation Panel to the Quality Assurance Manager and the Appeal Board **within 10 working days** of the date of the Confirmation Panel hearing.
- 4.25 The QAC will notify the learner of the decision of the Confirmation Panel **within 5 working days** from the date its decision is received and of the reasons for the decision.
- 4.26 The Confirmation Panel's decision on whether any adjustment should be made to marks or grades previously awarded will be final. If it transpires that a serious procedural irregularity has occurred, the case may be referred back to the Chair of the Appeal Board by the Quality Assurance Manager.
- 4.27 The Confirmation Panel's decision on whether or not to adjust marks or grades previously awarded may or may not alter the Student's overall Assessment Result. If the overall Result is altered, the Chair of the Board of Examiners will arrange for the QAC to publish any supplementary pass-list(s) which may be necessary.
- 4.28 If, following a successful appeal, the Confirmation Panel decides that a learner has qualified for a degree, that learner will be admitted to that degree at the next succeeding Degree Ceremony.
- 4.29 The Confirmation Panel will have authority to deem a learner who has already been admitted to a degree to be admitted to a different class of degree if, following a successful appeal, the Confirmation Panel decides that the Student's degree classification will be amended. In such cases, the Grŵp will arrange for the issue of a replacement certificate once the learner has returned their original certificate.
- 4.30 Where applicable, appropriate arrangements will be made in respect of Students who, following a successful Appeal, are deemed by the Confirmation Panel to have qualified for the award of a certificate or diploma.

- 4.31 Where an adjustment is made by the Confirmation Panel to any marks or grades previously awarded by a Board of Examiners, formal notification of the change will be recorded on a Response Form ('Form C') and a copy given to that Board of Examiners at its next meeting.

5. Further Appeals

- 5.1 If a learner wishes to Appeal the decision of the Appeal Board, the learner may make a further Appeal to Bangor University or Pearson Edexcel and such an Appeal will be in accordance with that Awarding Institution's own policies and procedures.
- 5.2 A learner may only submit an Appeal under 5.1 once all the Procedures in this document have been exhausted

Flowchart of the Appeal Process



³ Beginning the date on which the Student's written Confirmation outcome was dispatched.

⁴ From the date the Student's Appeal application was received.

FORM A: APPLICATION FORM FOR CONFIRMATION

Confirmation is a required initial step in the Confirmation and Appeals Procedure

Students are advised to read the Confirmation and Appeals Procedure before completing this form. This Procedure is applicable to:

- i. Students completing validated Bangor University bachelors, foundation and top-up degrees, the International Foundation Programme, Pearson Edexcel validated Higher National Certificates and Diplomas ('HNCs/HNDs') and,
- ii. Students who have been awarded any of the above as an exit qualification by the Grŵp following completion or part-completion of a validated Bangor University or Pearson Edexcel HE programme.

Applications for Confirmation must be sent to The Quality Assurance Co-ordinator at:

Grŵp Llandrillo Menai
Llandudno Road
Rhos-on-Sea
LL28 4HZ

The application must arrive no later than **10 working days from date the decisions of the relevant Board of Examiners are published**. This form should be completed in black ink or typed.

Once Confirmation has been completed, you will be informed of the outcome and, if applicable, supplied with an application form to enable you to submit an Appeal to the Grŵp.

Student's Name:	
Learner ID Number:	
Address for All Correspondence:	
Course:	
Decision of Board of Examiners	

I wish to seek Confirmation (tick one or more relevant boxes):

- i) that the Result published by the Grŵp is free of arithmetical or other errors of fact;
- (please complete section 1 below)



- ii) that the Examiners were aware of, and considered, exceptional personal circumstances which might in my opinion have had an adverse effect on my academic performance;
(please complete section 2 below)

- iii) the Examiners were aware of defects of irregularities in the conduct of the Assessment or in written instructions or in advice relating to that Assessment, when such defects or irregularities might, in my opinion, have had an adverse effect on my performance
(please complete section 3 below)

Please note that requests for Confirmation are not permitted on any other grounds.

<p>Section 1: If you are seeking Confirmation because you believe there were arithmetical or other errors which affected your Result:</p>
<p>1.1 - please state why you believe the Result as published by the Grŵp may contain arithmetical or other errors of fact, listing any Assessment(s) involved. <i>(Please continue on a separate sheet, if necessary)</i></p>
<p>Section 2: If you are seeking Confirmation because of exceptional personal circumstances which you believe could have had an adverse impact on your academic performance:</p>
<p>2.1 - Describe the exceptional personal circumstances which you believe could have affected your performance in the Assessment and why. Please supply medical or other documentary evidence in support of your application. If these circumstances were not reported to the Board of Examiners before its meeting, please complete Section 2.2. <i>(Please continue on a separate sheet if required).</i></p>

2.2 - If the exceptional personal circumstances were not reported before the meeting of the relevant Board of Examiners, please state the reasons why you did not make your personal circumstances known to the Board of Examiners before its meeting. *(Please continue on a separate sheet if required).*

Section 3:

If you are seeking Confirmation because you believe there were defects or irregularities in the conduct of the Assessment or in written instructions or advice relating to that Assessment which could have had an adverse effect on your academic performance:

3.1 - Describe the defects or irregularities in the conduct of the Assessment or in written instructions or advice relating thereto, showing how these had an adverse effect on your performance. Please supply evidence in support of your application. *(Please continue on a separate sheet if required).*

Do you consider yourself to have a disability?

By this, the Grŵp means: "a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities".

Yes / No

**Delete as appropriate*

Do you require any reasonable adjustments to be made for any part of the Confirmation process?

Yes / No

**Delete as appropriate*

If yes, please provide details of the reasonable adjustments you require...

I declare that I have read the Grŵp's Confirmation and Appeals Procedure and that the information given on this form, and on any accompanying papers, is a true statement of facts.

Signed:

Date:

All communications relating to an on-going Confirmation application must be in writing and addressed to:

The Quality Assurance Co-ordinator

Grŵp Llandrillo-Menai

Llandudno Road

Rhos-on-Sea

LL28 4HZ

FORM B: APPLICATION FORM FOR AN APPEAL AGAINST A DECISION OF A BOARD OF EXAMINERS AFTER CONFIRMATION

This form is to be used by a learner who wishes to Appeal to the Grŵp against the decision of a Board of Examiners.

This form should be typed, or completed in black ink, and sent to the Quality Assurance Co-ordinator and arrive within:

- i. **ten working days** from the date on which the Student's written Confirmation outcome was dispatched. Students should read the Grŵp's Confirmation and Appeals Procedure carefully, taking particular notice of the grounds on which an Appeal may be made. **Appeals may not be made on grounds that a student is dissatisfied or disappointed with an Assessment Result.**

The grounds of Appeal must be made clearly and concisely. Further details, if any, and any relevant documentary evidence, medical or otherwise, must be attached.

Student's Name:	
Learner ID Number:	
Address :	
Course:	
State the Board of Examiners' decision against which you are Appealing:	
State concisely the grounds on which you wish to Appeal:	
Section 1: If you are Appealing because you believe there were arithmetical or other errors which affected your Result:	

1.1 - please state why you believe the Result as published by the GrŴp may contain arithmetical or other errors of fact, listing any Assessment(s) involved. *(Please continue on a separate sheet, if necessary)*

Section 2:

If you are Appealing because of exceptional personal circumstances which you believe could have had an adverse impact on your academic performance:

2.1 - Describe the exceptional personal circumstances which you believe could have affected your performance in the Assessment and why. Please supply medical or other documentary evidence in support of your application. **If these circumstances were not reported to the Board of Examiners before its meeting, please complete Section 2.2.** *(Please continue on a separate sheet if required).*

2.2 - If the exceptional personal circumstances were not reported before the meeting of the relevant Board of Examiners, please state the reasons why you did not make your personal circumstances known to the Board of Examiners before its meeting. *(Please continue on a separate sheet if required).*

Section 3:

If you are **Appealing** because you believe there were defects or irregularities in the conduct of the Assessment or in written instructions or advice relating to that Assessment which could have had an adverse effect on your academic performance:

3.1 - Describe the defects or irregularities in the conduct of the Assessment or in written instructions or advice relating to that Assessment, showing how these had an adverse effect on your performance. Please supply evidence in support of your application. *(Please continue on a separate sheet if required).*

Do you consider yourself to have a Disability?

By this the Grŵp means: "a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities".

Yes / No

**Delete as appropriate*

Do you require any reasonable adjustments to be made for any part of the Appeal process?

Yes / No

**Delete as appropriate*

If yes, please provide details of the reasonable adjustments you require...

I declare that I have read the Grŵp's Confirmation and Appeals Procedure and that the information given on this form, and on any accompanying papers, is a true statement of facts.

Signed:

Date:

All communications relating to an on-going Appeal must be in writing and addressed to:

The Quality Assurance Co-ordinator
Grŵp Llandrillo-Menai
Llandudno Road
Rhos-on-Sea
LL28 4HZ

FORM C: CHAIR'S RESPONSE FORM FOLLOWING AN APPLICATION FOR CONFIRMATION OR A DIRECTION BY THE APPEAL BOARD

Student's Name			
Learner ID Number			
Name of Chair			
Chair's Signature		Date:	
Panel Convened Following: (Please Tick)	Application for Confirmation		Direction by the Appeal Board

Please choose **one** of the following options and tick the relevant box(es) to indicate why that option has been chosen. Further explanation and/or supplementary evidence may be attached to this form if needed:

Option 1	
A Confirmation Panel <u>has</u> been convened to reconsider the Student's Assessment Result because:	
There has been an arithmetical or other factual error;	
Exceptional personal circumstances reported by the learner prior to the meeting of the Board of Examiners concerned <u>were not</u> , in fact, considered at the meeting;	
The learner, in the course of requesting Confirmation, has provided <u>additional</u> evidence of exceptional personal circumstances which were previously notified <u>prior</u> to the meeting of the Board of Examiners;	
The learner, in the course of requesting Confirmation, has provided <u>additional</u> evidence of exceptional personal circumstances which were <u>not</u> previously notified prior to the meeting of the Board of Examiners <u>and</u> , has explained satisfactorily why such evidence was not made available at that time;	
The learner <u>has provided evidence of defects</u> or irregularities in the conduct of the Assessment or in written instructions or advice relating to that Assessment of which the Board of Examiners had been unaware;	

Another reason (please provide details)	
Chair - Please complete Part 3...	

Option 2	
A Confirmation Panel <u>has not</u> been convened to reconsider the Student's Assessment Result because:	
There has been <u>no</u> arithmetical or factual error;	
The exceptional personal circumstances reported by the learner <u>have already</u> been considered;	
The learner has provided additional evidence of exceptional personal circumstances which were <u>not</u> previously notified prior to the meeting of the Board of Examiners, <u>but has not</u> explained satisfactorily why such evidence was not made available at that time;	
There were <u>no defects</u> or irregularities in the conduct of the Assessment or in written instructions or advice relating thereto;	
There <u>were defects</u> or irregularities but the Board of Examiners has <u>already taken them into account</u> ;	
Another reason (please provide details)	

Part 3
Following its meeting, the Confirmation Panel has made the following decision(s) in respect of this learner:

This form must be retained by the Chair of the Confirmation Panel and copies must be sent to the Quality Assurance Manager and Quality Assurance Co-ordinator following an application for Confirmation (and additionally to the Appeal Board in the case of an Appeal). A copy must also be presented at the relevant Board of Examiners at its next meeting.

Asesiad o'r Effaith ar Gydraddoldeb Equality Impact Assessment

Cwblhawyd yr asesiad gan: Assessment completed by:	Gwennan Richards	Dyddiad: Dated:	15/05/2023
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Ystyriaeth Consideration	Ymateb Response	Gofynion / rheoliadau arbennig Special requirements / controls
<p>Pa grwpiau a warchodir a allai fod dan anfantais yn sgil y polisi neu'r broses?</p> <p>Which protected groups might be disadvantaged by the policy/process?</p>	<p>Ni fydd unrhyw grwpiau a warchodir dan anfantais yn sgil y polisi hwn. Mae'r polisi yn nodi proses deg ar gyfer delio â phryderon myfyrwyr am benderfyniad academaidd Bwrdd Arholi.</p> <p>No protected groups will be disadvantaged by this policy. The policy sets out a fair equitable process for dealing with student concerns over academic decision of a Board of Examiners.</p>	
<p>Pa grwpiau a warchodir a allai gael budd o'r polisi neu'r broses?</p> <p>Which protected groups might benefit from the policy/process?</p>	<p>Bydd y polisi o fudd i'r holl grwpiau a warchodir am ei fod yn sicrhau y bydd gan bob un o fyfyrwyr AU Grŵp Llandrillo Menai yr hawl i ofyn am adolygiad, neu apelio yn erbyn, penderfyniad academaidd Bwrdd Arholi.</p> <p>This policy will benefit all protected group as it ensures that every HE student at Grŵp Llandrillo Menai will have the right to request a review of, or appeal, academic decision of a Board of Examiners.</p>	
<p>A yw'r polisi'n hyrwyddo cydraddoldeb ac yn meithrin cysylltiadau da?</p> <p>Does the policy advance equality and foster good relations?</p>	<p>Ydy, mae'r polisi yn sicrhau y caiff yr holl fyfyrwyr AU eu trin yn deg ac yn gyfartal.</p> <p>Yes, the policy ensures that all HE students are treated fairly and equally.</p>	

<p>A allai unrhyw ran o'r broses wahaniaethu'n anghyfreithlon?</p> <p>Could any part of the process discriminate unlawfully?</p>	<p>Nid os cedwir yn llawn at y polisi</p> <p>Not if the policy is fully adhered to</p>	
<p>A oes polisiau eraill y mae angen eu newid er mwyn ategu effeithiolrwydd yr un hwn?</p> <p>Are there any other policies that need to change to support the effectiveness of this one?</p>	<p>Na</p> <p>No</p>	
<p>Casgliad</p> <p>Conclusion</p>	<p>Parhau â'r polisi neu'r weithdrefn</p> <p>Continue the policy or procedure</p>	

<p>LLOFNODWYD:</p> <p>SIGNED:</p>		<p>Dyddiad:</p> <p>Date:</p>	<p>15/05/2023</p>
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Asesiad o'r Effaith ar y Gymraeg Welsh Language Impact Assessment

Cwblhawyd yr asesiad gan:	Gwennan Richards	Dyddiad:	15/05/23
Assessment completed by:		Dated:	

Ystyriaeth Consideration	Ymateb Response	Gofynion / rheoliadau arbennig Special requirements / controls
<p>Pa effeithiau cadarnhaol gaiff gweithredu'r polisi neu'r weithdrefn ar y defnydd o'r Gymraeg?</p> <p>What positive effects will the implementation of the policy or procedure have on the use of Welsh language?</p>	<p>Mae'r polisi yn nodi proses deg ar gyfer delio â phryderon myfyrwyr am benderfyniad academiaidd Bwrdd Arholi. Yn ôl eu hawliau o dan Safonau'r Gymraeg, gall myfyrwyr gyflwyno cais am gadarnhad neu apêl yn Gymraeg (ffurflenni Cymraeg ar gael) a derbyn ateb yn Gymraeg.</p> <p>Fel rhan o'r broses apêl, bydd modd i'r Bwrdd Apêl gynnig gwrandawriad personol i'r myfyriwr. Yn yr achosion hyn bydd gan y dysgwyr yr hawl i ddefnyddio'r Gymraeg yn y cyfarfodydd hyn</p> <p>The policy sets out a fair equitable process for dealing with student concerns over the academic decisions of a Board of Examiners. As per their rights under the Welsh Language Standards, students can submit a request for confirmation or an appeal in Welsh (Welsh forms are available for this purpose) and receive a reply in Welsh.</p> <p>As part of the appeals process, a student may be offered a personal hearing by the Appeal board. In these instances the learner will have the right to use Welsh in these meetings.</p>	<p>Yn unol â Safonau'r Gymraeg (Safonau Darparu Gwybodaeth) wrth wahodd myfyrwyr i gyfarfod, megis panel apêl, rhaid i GLIM ofyn i'r myfyrwyr a ydynt yn dymuno defnyddio'r Gymraeg yn y cyfarfod. Os bydd angen darparu gwasanaeth cyfieithu ar y pryd i fodloni cais y dysgwr, rhaid rhoi gwybod i'r myfyriwr am hyn.</p> <p>Under the Welsh Language Standards (Service Delivery Standards) when inviting students to a meeting, such as an appeals panel, GLLM must ask the student if they want to use the Welsh language at the meeting. If simultaneous translation is required to accommodate the student's request, the student must be informed of this.</p>
<p>Pa effeithiau negyddol gaiff</p>	<p>Ni chredir y bydd y polisi'n cael unrhyw</p>	

<p>gweithredu'r polisi neu'r weithdrefn ar y defnydd o'r Gymraeg?</p> <p>What negative effects will the implementation of the policy or procedure have on the use of Welsh language?</p>	<p>effaith negyddol ar y Gymraeg</p> <p>It is not anticipated this policy will have any negative effects on the use of the Welsh language.</p>	
<p>A oes digon o staff sy'n siarad Cymraeg ar gael i weithredu'r polisi neu'r weithdrefn?</p> <p>Are there sufficient Welsh-speaking staff available to implement the policy or procedure?</p>	<p>Oes, mae digon o staff sy'n siarad Cymraeg i sicrhau y gellir gweithredu'r polisi/gweithdrefnau yn Gymraeg. Os bydd myfyriwr yn gwneud cais i ddefnyddio'r Gymraeg mewn cyfarfod/panel a bod aelodau di-Gymraeg yn bresennol hefyd, bydd tîm cyfieithu'r Grŵp yn darparu gwasanaeth cyfieithu ar y pryd.</p> <p>Yes, there are sufficient Welsh-speaking staff to ensure the policy/procedures can be implemented in Welsh. If a student has requested to use Welsh at a meeting/panel and other attendees are non-Welsh speakers, the Grŵp's translation team will provide simultaneous translation.</p>	
<p>Os nad oes, pa gamau a gymerir i sicrhau bod digon o staff ar gael, ac erbyn pryd?</p> <p>If not, what steps will be taken to ensure that sufficient staff are available, and by when?</p>	<p>n/a</p>	
<p>A yw'r polisi neu'r weithdrefn yn cydymffurfio â Chynllun Iaith Gymraeg/Strategaeth Iaith Grŵp Llandrillo Menai?</p> <p>Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Schemes/Language</p>	<p>Ydy</p> <p>yes</p>	

Strategy?		
Casgliad Conclusion	Parhau â'r polisi neu'r weithdrefn Continue the policy or procedure	

LLOFNODWYD: SIGNED:		Dyddiad Dated:	15/05/2023
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Asesiad o'r Effaith ar Gynaliadwyedd Sustainability Impact Assessment

Cwblhawyd yr asesiad gan: Assessment completed by:	Lisa Fowlie	Dyddiad: Dated:	31/05/2023
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Ystyriaeth Consideration	Ymateb Response	Gofynion / rheoliadau arbennig Special requirements / controls
<p>How will this policy impact upon the Grŵp's sustainability strategy?</p> <p>Sut fydd y polisi hwn yn effeithio ar strategaeth cynaliadwyedd y Grŵp?</p>	<p>This policy aims to ensure there is consistency in the quality and reliability of assessment, marking and feedback practices, including the process of Recognition of Prior Learning, across the Grŵp.</p> <p>This policy should not have an impact on the Grŵp Sustainability and Environmental Policy.</p>	
Casgliad: Conclusion:	Continue the Policy and process	

LLOFNODWYD: SIGNED:	<i>Lisa Fowlie</i>	Dyddiad: Dated:	31/05/2023
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