



# **Academic Appeals Procedure - FE**

V7 APR / 25

## ACADEMIC APPEALS PROCEDURE– FE

### Purpose of the procedure

It is college policy that all students who feel there has been an injustice done to him/her at any stage of the course, in relation to the assessment of performance should have the right to seek to appeal against the decision.

### Introduction

The College Appeals Procedure consists of two distinct processes:

- a) appeals against individual assessments;
- b) appeals against final awards or interim progression

### Procedure

1. Where students wish to formally appeal against a decision regarding the assessment of their performance, they are required to state that wish in writing on an Appeals Form (AA1) to the Curriculum Manager of the course stating the nature of their appeal within 2 weeks of the assessment. (Please ask the Quality Department if assistance is required to complete the form).
2. The Curriculum Manager should notify the Head of Quality who will log the appeal and will ask the Curriculum Manager to:
  - a) Arrange for a second marker to mark the work if it is **assignment** based

work;

Or

- b) Arrange for the work to be internally verified if **assessment based**

within one week of the appeal.

3. On receipt of the follow-up work the Head of Quality will notify the student of the outcome. If the student feels that they would like to continue with the appeal the Head of Quality will convene an Appeals Board within 5 working days of receiving the returned marked work.
4. The Appeals Board will consist of:
  - Head of Quality (Chair)
  - Quality Assurance Manager
  - Head of School (Independent)
  - Quality Administrator who will take notes
5. The student will be informed of the time and place of the Appeals Board by the quality administrator and will be invited to attend together with a friend or family member.
6. The Head of Quality may ask for reports from the students' subject teachers and any other parties involved in the assessment decision.
7. At the end of the hearing the Board will reach its decision in private discussion and will notify the student of the decision in writing within 2 working days.
8. Students may appeal to the Boards decision to the relevant funding body or awarding organisation.

9. Students should be aware that appeals against assessment decisions may result in grades going both up and down in line with the final judgement.
10. All records of the appeal will be held by the Quality Office for a period of not less than 2 years.

### **Enquires/appeals about Examination Results**

Enquiries about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking.

If this is requested, the Examination Officer may agree that an appeal can be made at the centres expense.

If the Examinations Officer does not agree to an appeal, the candidate may decide to proceed but, in this case, they will be charged for the cost of the appeal.

**APPEALS FORM AA1**

**ACADEMIC APPEALS - FE**

Name of Student: .....  
Student ID number .....  
Course: .....

*To be completed by the student and submitted to Curriculum Manager*

Name of the Curriculum Manager:

Name of the Head of School:

Assessment Title:

Student's reasons for the appeal:

Student's signature ..... Date .....

Version:	7
Originator:	Head of Quality
Equality Impact Assessed:	
Approved by:	AMT
Date Approved:	AUG 2006
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