



# Academic Appeals Procedure

## 1. PURPOSE

This document sets out the procedure for student challenges to tutor assessment decisions.

## 2. SCOPE

2.1 Internal assessment appeals apply to all learning programmes in the college with the exception of appeals relating to the situation outlined in 2.2.

2.2 If a student undertaking a work-based placement is suspended from duty pending a disciplinary enquiry by the workplace; no further assessment will take place until the problem has been resolved.

2.3 Students have a right to approach the Awarding Body (through the Director of Studies) for External assessment appeals.

2.4 All students on accredited learning programmes.

## 3. DEFINITIONS

3.1 **Student** is an enrolled person on a course leading to a recognised qualification with the college.

3.2 **Assessor** is a member of staff carrying out any assessment/grading activity

3.3 **Lead internal verifier/moderator** is a nominated person in each Faculty or for a Curriculum Unit.

3.4 **Appeals Panel** is a group consisting of a Director (Chair), lead internal verifier/moderator for the relevant qualification and an independent assessor.

## 4. DESCRIPTION

### INTERNAL ASSESSMENT APPEAL

4.1 Where students disagree with the grading of a piece of work they can appeal against the decision of the assessor. Appeals follow a number of stages.

#### 4.2 Stage One

4.2.1 The student appeals to the assessor. Except under exceptional circumstances, this must be within 5 working days of the assessment being returned.



4.2.2 The assessor will respond within 5 working days. If an assessor is on leave this period may be longer as it must be the assessor who marked the work to which the Stage 1 appeal is made. The response will be either:

- a clear explanation of the assessment decision and a re-affirmation of the grade, or
- a re-grading and amendment to the student's assessment record, or
- If an administrative error has been made (for example, in the completion or calculation of the unit grade profile), the error will be corrected.
- a referral to Stage 2 and the completion of the Student Appeals Form

### 4.3 Stage Two

4.3.1 The assessor sends the Student Appeals Form (with Section 1 completed) to the qualification's lead internal verifier. In addition, the assessor provides the original assessment record and, if appropriate, the candidate's evidence for the appeal.

4.3.2 Upon receipt of the form the lead verifier reconsiders the assessment decision by evaluating all the evidence presented. This will be done within 10 working days (assuming the lead verifier is not on leave).

4.3.3 The internal verifier then either:

- concludes there is no case for regrading (that is, the tutor's original decision is confirmed), the grade indicators are included in the unit grade profile, and the decision is recorded or,
- recommends a change in the grade, If the internal consideration concludes that there may be a case for regrading, the work is referred to the external moderator. In these circumstances, the external moderator will need to consider the assessed work directly and satisfy her/himself that an error of judgement has been made in order to approve a change to the grade indicators. The making of any such changes will be formally recorded.
- No adjustment to tutor grades can be made without the written agreement of the external moderator.

The external moderator's judgement is final. (part 3 of the form is completed)

This appeals procedure complies with advice from QAA (2008)



## STUDENT INTERNAL ACADEMIC APPEAL FORM

<b>SECTION 1</b>	
Name of Student	
Name of Assessor	
Name of Internal Verifier	
Date of Decision	
Unit(s) subject of the appeal	
<i>Assessor's comments on issue which is the subject of appeal</i>	
<i>Student's/employer's reasons for appeal</i>	
Student's signature and date	
Assessor's signature and date	

<b>SECTION 2</b>	
<i>Internal Verifier's decision</i>	
Date Appeal received	
Date of reply	
IV's Name	
Signature	

<b>SECTION 3</b>	
External Verifier decision	
Date of moderation	
Date of reply	
EV's Name	
Signature	

Entered in the Appeals Log: Yes / No

Date Appeal logged: \_\_\_\_\_

Students Record Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## **ACADEMIC APPEALS PANEL TERMS OF REFERENCE**

1. The panel will consider the candidate's explanation and the explanation provided by the original Assessor and the Lead Internal Verifier.
2. Any supporting evidence from the candidate's colleague/friend will then be heard.
3. At this point the candidate and friend will leave the meeting so that the Appeals Panel can reach a decision.
4. This decision will be final and will be conveyed to the candidate and the assessor in writing within 5 (five) working days of the Appeals Committee Meeting.
5. A copy of this letter together with the written evidence presented to the committee will be kept in the External Verifier's file.



## STUDENT EXTERNAL ACADEMIC APPEALS FORM

### ENQUIRIES ABOUT RESULTS

#### Candidate Consent Form

##### Information for candidates

The following information explains what may happen following an enquiry about the result of your qualification. If the Centre makes an enquiry about the decision of the external moderator after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the Director of Studies that you have understood what the outcome might be, and that you give your consent to the enquiry being made.

#### Candidate consent form

Candidate Name	
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#### Details of enquiry (Awarding Body, Qualification level, Subject title, unit)

**I give my consent to the Director of Studies to make an enquiry about the result of the unit (s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.**

Signed: .....

Date: .....