



Assessment Appeals Policy
Presented at Academic Board 2008
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(including working days revisions)
Updated by Planning and Standards

Appeals against Assessment Decisions (Assessment Appeals Policy)

Introduction

Assessment of student work is based on impartial, reliable and valid judgements. However, we do accept that there may be incidents when assessment decisions are questioned.

Please note for externally assessed examinations an appeal must be lodged with the relevant awarding body or Higher Education Institution partner .

What can I appeal against?

You are entitled to challenge a formal assessment decision that contributes towards your final qualification. Examples of formal assessment include tests, projects and practical assessments.

An appeal may be lodged against:

- The conduct of assessment
- The adequacy of the opportunities offered to demonstrate competence
- The sufficiency, range and nature of the evidence as agreed in your assessment plan, where applicable.

How do I appeal?

Informal Procedures

You should always discuss the matter with your tutor before invoking the appeals procedure.

The tutor may, at this stage, seek to have your work informally re-assessed by a member of teaching staff outside of the original assessment team.

Formal Procedures

Please note for externally assessed examinations an appeal must be lodged with the relevant awarding body or Higher Education Institution partner (details of which are clearly stated in your awards course handbook) .

Appeals against an HE assessment can not be made on the grounds of academic judgement (i.e. if you think the grade is unfair). An appeal can only be made if mitigating circumstances were not presented to the Subject/Award Board when the grades were submitted.

1. If the matter cannot be resolved at the informal stage then you should contact the Head of Quality and Performance or the Library Resource Manager. The Head of Quality and Performance (or the Library Resource Manager) will help you to complete an Appeals Form. You will need to provide evidence to support your claim of unfair or improper conduct of assessment.
2. The Appeals Form must be submitted within 21 working days of the assessment decision, or 42 working days before award certification (whichever occurs sooner). The Head of Quality & Performance or Library Resource Manager will acknowledge receipt of the appeal in writing (within 72 hours).
3. The Head of Quality and Performance (or the Library Resource Manager) will pass a copy of the Appeals Form to the Internal Verifier/Course Co-ordinator who will look at the assessment evidence and discuss the appeal with all parties concerned.
4. The result of the investigation will be communicated to you in writing within 21 working days of receipt of the appeal.
5. If an agreement cannot be reached at this stage, the Head of Quality and Performance (or the Library Resource Manager) will arrange an independent panel consisting of a subject specialist, the Head of Quality and Performance (or the Library Resource Manager) and the Assistant Principal for Planning & Standards (or the Higher Education Manager) to hear the appeal. This will be conducted in a fair, objective and non-discriminatory manner and will consider the national standards and awarding body requirements. You will be invited to attend this meeting. If you wish to do so, it is your right to bring someone to the meeting with you to offer you support. This could be a Student Union representative, a friend, a family member or anyone else of your choice. Where appropriate, the assessor and the Internal Verifier/Course Co-ordinator will also be invited to attend.

Where appropriate the appeal panel will take place within 14 working days of stage 3.

6. The appeal will be considered and a written decision communicated to you within 7 working days of the panel hearing.

The decision may result in:

- Re-assessment of the student/evidence by the original or a different assessor
- The original assessment decision being upheld
- Seeking advice from the external verifier/moderator

If you incur incidental expenses as a result of making an appeal the College will consider reasonable re-imbusement of these expenses.

What if I am still not happy?

If you consider that the college has not conducted an appeal fairly, or that you have been discriminated against, a written request should be lodged with the Head of Quality and Performance (or the Library Resource Manager) who will refer it to the appropriate awarding body. This must be received within 7 working days of the panel hearing (see 6 above).

Matters of Public Interest/Serious Concerns

There is a 'whistle-blowing' policy which relates to disclosure of matters of public interest/serious concerns such as alleged fraud, maladministration or unlawful activities. In this case a direct request should be made to the Clerk of the Corporation who will provide further advice.

Useful contacts

Head of Quality & Performance

James Nelson
Tel: 01492 542367

Library Resource Manager

Dr Andrew Eynon
Tel: 01492 542342

Approving Body - Academic Board (November 2007)