



## Academic Appeals Procedure

### Grounds for Appeal

A student may have valid grounds for appealing an assessment decision in the following circumstances. This list is selective and not exhaustive.

- a) The work is not assessed according to the set criteria or the criteria are ambiguous.
- b) The final grade of the work does not align with the defined grade boundaries or the grade boundaries are insufficiently defined.
- c) The internal verification procedure conflicts with the awarded assessment grade awarded.
- d) There is evidence of preferential treatment towards other students/candidates the Awarding Body.
- e) Valid, agreed, extenuating circumstances were not considered at the time of assessment, which the college was aware of prior to the submission deadline.
- f) The decision to reject coursework on the grounds of malpractice is not acceptable.

Every student has the right to appeal against any assessment decision if they think it's unfair or unjust. The appeals procedure has 4 stages which the student or learner should follow.

**Stage 1: Lecturer [ Informal ]** : Student must submit a formal written request to the administration for any form of appeal against an assessment decision with valid supporting evidence to substantiate the appeal. This must be done within ten working days of the notification of the assessment decision.  
Once the administration receives a request it is escalated to the director of studies or the head of administration for verification



**Stage 2 : Review** : the appeal is then discussed by the director of studies and the assessor/verifier during a meeting with the student where an explanation for the assessment is provided



**Stage 3 : Appeal Hearing:** If unresolved the appeal goes to the Committee, including the director of studies and other faculty members, for review. The student will be informed of the outcome and time scale.



**Stage 4 : External Appeal:** If appeal remains unresolved and the student is still dissatisfied, this must be documented. The grounds of appeal and any supporting documentation must be submitted by the centre to Pearson. Each stage will be recorded and dated indicating either agreement or disagreement with decisions. Documents will be retained for a minimum of 18 months.

**The process is in accordance to the QAA Quality Code B2, B9**

The outcome of the appeal may be:

- Confirmation of original decision.
- A re- assessment by an independent assessor:
- An Opportunity to resubmit the assessment (With new revised timescales).