



## APPEALS AGAINST AN ASSESSMENT

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## Scope

Any student studying a programme provided by Telford College; excluding Higher Education courses including those that are franchised, who wishes to query the result of an assessment has the right to appeal against the decision.

Help and assistance with following the procedure can be obtained from your personal tutor or Learner Manager.

## Student Appeal Procedure

All students Telford College, in scope are eligible to challenge the outcome of their assessment.

This policy specifies the standard arrangements for dealing with assessment queried between the two persons informally. To promote and maintain good relationships between staff and student. The aim of this document is to formalise these procedures so it's transparent and is applied consistently across the college.

Students appealing any decision can do so on a variety of grounds including, for example, the following:

- The conduct of the assessment
- The adequacy of the range, nature and comprehensiveness of the evidence when set against the national standards and evidence requirement.

In the event of a conflict arising between a member of staff and a student regarding a particular assessment the following procedure should be implemented.

## 2. Academic Appeal Procedure – Internal Process

The internal Academic Appeal Procedure involves the following 4 stages:

### Stage 1

- Within 10 working days of the assessment being returned, the student should approach the member of staff who assessed the work and discuss the assessment. The staff member will review the assessment with the student against the assessment criteria available.
- If the student does not agree with the assessment grade following initial consultation with the member of staff, Stage 2 should be invoked at the conclusion of the review.
- Form AP2 must be completed signed by the student and the student must be given a copy of this procedure.

### Stage 2

- A copy of AP2 will be passed to the Learner Manager and relevant Assistant Principal.
- The Learner Manager will offer the teacher involved in the assessment the opportunity to respond to the AP2 and appeal.
- The assessment undertaken by the student will be photocopied and all marks and comments made by the member of staff will be removed.
- The Lead Internal verifier will be nominated by the Learner Manager to re-assess the work. The Lead Internal Verifier will re-assess the work and submit a grade. The re-assessment will be submitted to the Learner Manager.
- The student will be presented with the results of this re-assessment and copies of internal verification by the Learner Manager within 14 days of the completion of Form AP2.

- In the event of the student not accepting the re-assessment decision, they will be informed of their right to proceed to Stage 3 of the Academic Appeals Procedure.
- Form AP3 must be completed and returned within 7 working days in order to proceed to Stage 3.

### **Stage 3**

- The Learner Manager and the Assistant Principal will meet as a Panel to review the two assessments.
- The Panel may request a statement from the student and the teachers involved in the marking procedures. If this is the case, they should be given 5 working days' notice to provide their statement.
- The Learner Manager and Assistant Principal will conduct a panel review taking into account all evidence and submit their findings to the student within 10 working days of the review.

### **Stage 4**

In the event of the student not accepting the results of Stage 3 of the Academic Appeals Procedure the following will apply: -

- The student will complete Form AP4 within 7 working days and submit to the Quality Unit and the case will be referred to the appropriate Awarding Body within 10 working days of the Stage 4.
- The student will be kept informed of progress and time scale of events.

### **Storage of Appeals Documentation**

All completed documentation relating to appeals will be stored by the Learner Manager in the course team file with a copy passed to the Quality Unit to be kept for 3 years.

## FORM AP2

Copy to: Learner Manager  
Assistant Principal  
Quality Unit  
Teacher  
Student

Date: \_\_\_\_\_

### ACADEMIC APPEALS PROCEDURE STAGE 2

Name of Student \_\_\_\_\_

Course of Study \_\_\_\_\_ Year of Course \_\_\_\_\_

Subject Area of Assessment \_\_\_\_\_

Member of Staff involved \_\_\_\_\_

Brief Nature of disputed assessment:

### Declaration by Student

I have been provided with a copy of the Appeals Procedure and I understand that I have invoked Stage 2 of the Procedure. I will receive the result within 14 working days.

Signed \_\_\_\_\_

## FORM AP3

Copy to: Assistant Principal  
Learner Manager  
Quality Unit  
Student

### ACADEMIC APPEALS PROCEDURE STAGE 3

Declaration by Student

Following my re-assessment at Stage 2 of the Student Appeals Procedure, I do not agree with the decision and wish to proceed to Stage 3. I understand that I will be informed of the outcome within 10 working days.

Signed .....

Date: .....

## FORM AP4

Copies to: Assistant Principal  
Learner Manager  
Quality Unit

### DECLARATION OF STUDENT – STAGE 4

Name of Student

Course of Study

External Examining Body

I wish to invoke Stage 4 of the Academic Appeals Procedure by inviting the appropriate Awarding Body to investigate the appeal.

The necessary paperwork will be forwarded to the Awarding Body within 10 working days of this signed declaration.

Student

Date

Learner Manager

Assistant Principal

The Awarding Body has been contacted and the paperwork has been sent in accordance with the time frame of the Awarding Body.

Signed ..... Quality Unit

Date .....