



## Academic Appeals Procedure

### **Academic Appeals Procedure**

The academic appeals procedure describes the ways in which candidates may make representation about decisions made by the tutor/assessor on any piece of assessment which has been marked and graded.

If a candidate is dissatisfied with an assessment decision, then they do have a right of appeal. In order to appeal you must be able to show why the assessment mark you are appealing against is unfair, or does not represent your true academic ability. The grounds of appeal must be valid and justified with evidence supplied by the student to the Principal/Director dealing with the appeal. If the candidate does wish to appeal, they must do within 5 days of the publication of the assessment result.

### **Grounds for an academic appeal:**

- That the tutor/assessor marking the assessment did not mark, according to the criteria marking system governing the course, or that some other material irregularity has occurred.
- Discrimination on the part of the tutor marking the assessment.

*(If the grounds are based on discrimination, the appeal will come to a hold and the matter of discrimination will be investigated in line with our equal opportunity policy-this will be dealt with as a separate matter)*

Students are encouraged to seek an informal resolution of the matter about which they are concerned before beginning the formal Procedure.

The college's initial aim will be to have the assessment reviewed taking into account the grounds of appeal, if the ground of appeal is purely based on having the assessment reviewed. If this can resolve the matter, then the need for the appeal to be presented to the Principal/Director will be withdrawn.

### **Stages of academic appeal:**

1. The Academic Appeal Form must be filled and submitted with evidence to the administration department.
2. A period of 5 days will be taken to investigate the appeal, cross referencing and checking relevant evidence & justifications given by the student. It is conducted by administrator and Principal/Director.
3. The Principal/Director will reply in writing to the student after the 5 day period. The decision the Principal/Director reaches is final.

*If Student is not satisfied with the final decision, then they can make an appeal to Awarding Body.  
(Academic Appeals Form can be downloaded from the College website, in the downloads section)*