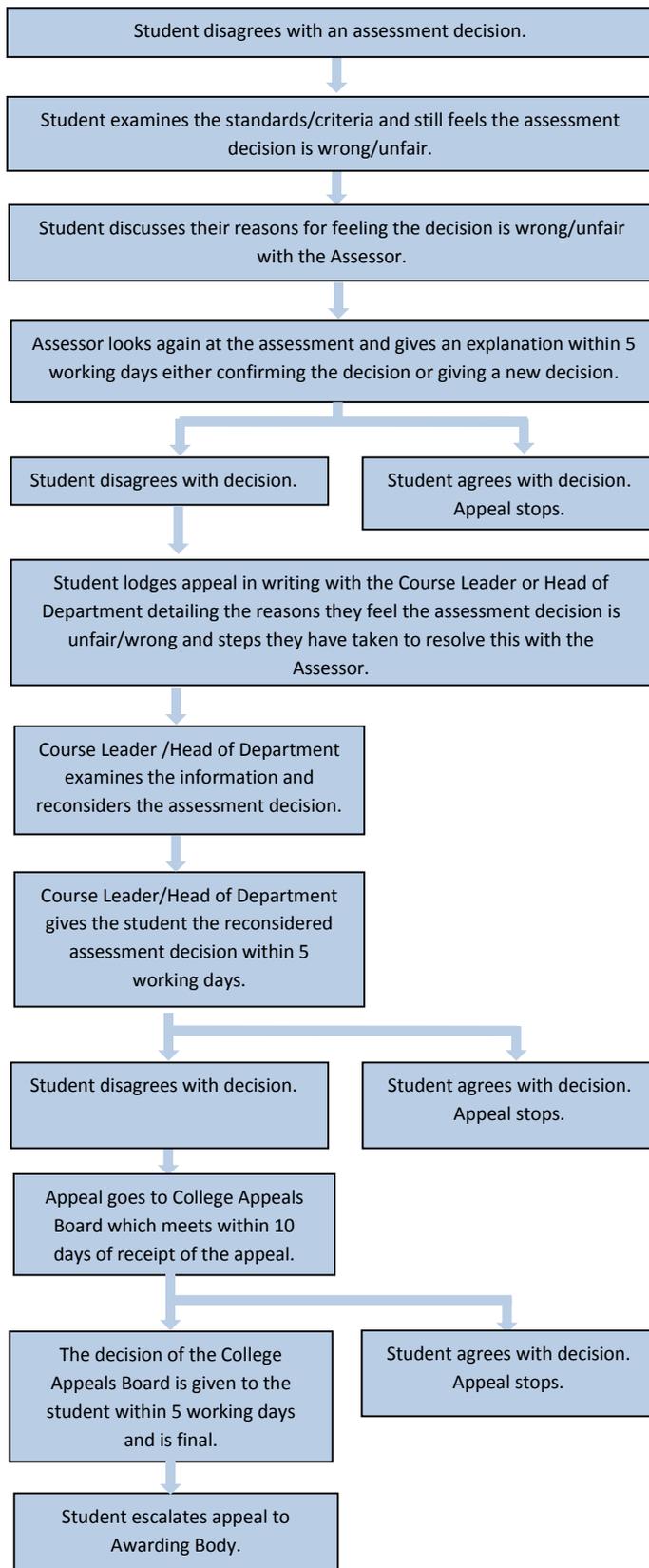


# Assessment Appeals Procedure

## A guide for students

### Introduction

This document explains the procedure you need to follow if you do not agree with an assessment decision on your work and wish to appeal against it.



### Stage 1

If you disagree with an assessment, you should first examine carefully the standards or criteria upon which the assessment was based.

If you then still feel that the assessment decision is wrong or unfair, you should discuss your reasons with the assessor concerned as soon as possible.

The assessor will consider your reasons and look again at what you did for the assessment. You will be given a clear explanation in writing within 5 working days. This will either be a new decision or confirmation of the original decision.

If you agree with this explanation, the appeal stops at this point. If you still feel the decision is wrong, you must tell the assessor. Your appeal will then proceed to Stage 2.

### Stage 2

Within one week of the end of Stage 1 you need to lodge an appeal in writing with the course leader or Head of Department.

Your assessor will be able to give you details of who to contact.

Your appeal should give details as to why you feel the assessment decision is wrong or unfair. You should also set out how you have tried to resolve the issue with the assessor.

The course leader or Head of Department will examine the information supplied by both you and the assessor and reconsider the assessment decision.

The course leader or Head of Department will contact you within 5 working days to give you the reconsidered assessment decision. If you agree with the reconsidered assessment decision, the appeal stops at this point. If you are still unhappy with this decision, you have the right to go to an appeals panel and your appeal will proceed to Stage 3.

### Stage 3

Your appeal will go to an appeals panel. The panel will consist of three independent people, who have not previously had any involvement with your appeal. The panel will meet within 10 days of receiving your appeal.

You will have an opportunity to speak to the panel or to be represented by an advisor (or both), or you may make a written submission. The assessor who made the original decision may be asked to attend the appeals panel to answer any questions.

The appeals panel will discuss the matter in private and reach a majority decision. The decision will be sent to you within 5 working days of the appeals panel meeting. The decision of the appeals panel is final.

### Stage 4

If you are unhappy with the decision made by the College Appeals Panel you have the right to escalate this to the Awarding Body for the qualification you are studying. For information concerning this process please refer to the Appeals Policy on the relevant Awarding Body Website.

### Higher Education Appeals

For courses assessed at Level 4 and above accredited by an awarding body such as Edexcel, the College appeals procedure will apply. For courses accredited by a University, students should refer to their programme handbook for the appeals procedure. This will also be available on the University web site.