

## POLICY/PROCEDURE: ACADEMIC APPEALS PROCEDURE

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Approval required by:	Executive	Y	Governing Body	N
Senior Lead:	Vice Principal Quality			
Responsible Manager:	Director of FE Quality			
Date approved:	June 2025			
Date to be reviewed:	June 2026			

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### Significant changes to policy:

None

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### Impact of changes:

#### SCOPE AND PURPOSE

The policy provides information to learners and staff on the academic appeals procedures. It recognises that learners studying qualifications that are either internally or externally assessed have a right to seek a review of assessment decisions that affect them.

#### ACADEMIC APPEALS

Academic appeals may be lodged on the following grounds:

- That in the assessment or marking, the stipulated assessment procedure was not followed, or
- Information is, or was, available which could have had a bearing on the assessment or mark, but which was not taken into account by the examining board/assessors or was unreasonably rejected.

#### APPEALS AGAINST MARKS/GRADES AWARDED BY EXTERNAL BODIES

Where a learner is appealing against a grade or a result of an external test or examination and is an approved entry of Barnsley College or ITS ("the College"), the learner must lodge the appeal through the College Examination Services. The Learner will be required to sign to say that they are seeking an appeal. Before processing, the appeal will require the signed support of the Head of the appropriate department. The College will log the appeal and will provide the learner with the appeals procedure, indicating appropriate timescales of the relevant Accreditation Board. The College will monitor the response of the board.

If the Head of Department does not support the learner's appeal, they will be informed of this decision in writing within five working days from the date of their appeal to the College Examination Services.

If the learner wishes to appeal this decision, they should:

- Complete form Appeals 1 (Appendix 1) and forward it to College Examination Services within two working days from the date of notification from the Head of Department not to

support their appeal. Upon receipt of Appeals 1, the procedures as per Stage 3 of the Appeals against an Internal Assessment/Grading will be followed within five working days.

- If the final decision of the Appeals Panel is to support the learner's appeal, the College will log the appeal and will provide the learner with the Appeals Procedure, indicating appropriate timescales of the Accreditation Board.
- If the final decision of the Appeals Panel is not to support the learner's appeal, the learner has the right to appeal independently to the Accreditation Board.
- If the learner wishes to appeal independently, the College will provide the learner with the Appeals Procedure, indicating appropriate timescales of the board by which the learner is bound.
- N.B. where programmes are franchised or subcontracted by or to other institutions, please refer to the relevant institutional policies as confirmed in formal agreements.

## **APPEALS AGAINST AN INTERNAL ASSESSMENT/GRADING**

### **Stage 1**

When a learner disagrees with the assessment or grade awarded they must explain the reason for this to the assessor concerned, as soon as possible. In most cases this will be immediately after receiving the assessment/grading decision but should take place no later than ten working days of being notified of the assessment/grading decision. The learner should complete form "Appeals 1" (Appendix 1).

Upon receipt of Appeals 1, the assessor will consider the learner's appeal and provide a response within five working days through:

- A clear explanation/reiteration (as appropriate) of the assessment/grading decision following a re-evaluation of the evidence.
- Completion of form "Appeals 2" (appendix 2).
- Amendment of the learner's assessment/grading record if appropriate.

If the learner agrees with the decision, then the appeal need not proceed further. Where the learner remains unhappy with the decision, the appeal must proceed to Stage 2.

### **Stage 2**

If the learner is not satisfied with the assessor's review of their appeal, they must request that the appeal proceeds to Stage 2 by completing box 2 on "Appendix 2", signing and dating it and returning it to the assessor.

The assessor will then forward:

- The original assessment record and candidate evidence, where appropriate.
- The Appeal forms 1 and 2 to the nominated Internal Quality Assurer/Course Leader within 1 working day of the date of the learner's request to proceed to Stage 2.

The Internal Quality Assurer/Course Leader will reconsider the assessment decision which will normally involve an evaluation of:

- The candidate evidence and associated records
- The assessor's rationale for the decision
- Review of awarding organisation assessment criteria/guidance

- The opinion of another Assessor
- The opinion of the candidate

In doing so the Internal Quality Assurer/Course Leader will complete form “Appeals 3” (Appendix 3) and provide the learner with the reconsidered decision within five working days of the date of the learner’s request to proceed to Stage 2.

Where the learner remains unhappy with the reconsidered assessment decision, the appeal must proceed to Stage 3.

### **Stage 3**

Where the learner remains unhappy with the decision made at Stage 2, they will have the right to forward their case to the Appeals Panel by completing box 2 on “Appeals 3”, signing and dating it and returning it to the Internal Quality Assurer/Course Leader. The Internal Quality Assurer/Course Leader will forward relevant details to the Head of Department, which will include:

- Learner Appeal Form – appropriate sections completed.
- Assessment record sheet(s).
- Any written comments of the Internal Quality Assurer/Course Leader (perhaps providing background details).

The Head of Department will convene, within 10 working days of the date of the learner’s request to proceed to Stage 3, a panel comprising:

- The Head of Department
- The stage 2 Internal Quality Assurer/Course Leader
- The original Assessor

The learner, supported by a friend if they so wish, will be asked to present their case to the Appeals Panel for consideration. After considering all the relevant information, the Appeals Panel will inform the learner within five working days of their decision, both orally and in writing. “Appeals 4” (Appendix 4) will be completed at this stage.

If the final decision of the Appeals Panel is not to support the learner’s appeal, the learner has the right to appeal independently to the Accreditation Board.

If the learner wishes to appeal independently, the College will provide the learner with the Accreditation Boards appeals procedure, indicating appropriate timescales of the Board by which the learner is bound.

Records of all appeals are to be logged with the Director of Quality (FE) and made available on request to:

- The External Quality Assurer/Standards/Moderator.

### **EQUALITY AND DIVERSITY**

All learners have equal access to the policy and the procedures and will be supported according to individual needs through the process should they wish to make a formal academic appeal.

The EqIA for this policy is available on the college’s intranet.

## **LINKED POLICIES AND PROCEDURES**

The Academic Appeals Procedure is linked to:

- Assessment Policy.
- Behaviour Support and Disciplinary Policy.
- Single Equality Scheme.
- HE Policies.

## **LOCATION AND ACCESS TO THIS POLICY**

This policy is available on the College's intranet.

## Appendix 1

### ASSESSMENT APPEALS PROCEDURE – Stage 1

Learner Name \_\_\_\_\_ Learner Number \_\_\_\_\_

Assessor Name \_\_\_\_\_ Centre Number 36110

Programme \_\_\_\_\_ Unit Title \_\_\_\_\_

Date of Assessment \_\_\_\_\_ Type of Assessment: Practical   Written   Oral

#### Reason for Appeal

**Assignment/unit grade or mark and reference number:**

I wish to appeal against the decision of my assessment because:

Signed Learner:

Date:

**Note:** Appeals must be lodged within 10 working days of the learner being notified of the assessment decision.

## Appendix 2

### ASSESSMENT APPEALS PROCEDURE – Stage 1 Responses

Learner Name \_\_\_\_\_ Learner Number \_\_\_\_\_

Assessor Name \_\_\_\_\_ Centre Number 36110

Programme \_\_\_\_\_ Unit Title \_\_\_\_\_

Date of Assessment \_\_\_\_\_ Type of Assessment: Practical   Written   Oral

Date of Appeal \_\_\_\_\_

#### Assessor Response to Appeal

Signed assessor: \_\_\_\_\_ Date: \_\_\_\_\_

#### Learner's Response

I agree with the assessor's response to my appeal

 **Box 1**

I do not agree with the assessor's response to my appeal and wish my appeal to proceed to Stage 2 in the appeals process

 **Box 2**

Signed Learner: \_\_\_\_\_ Date: \_\_\_\_\_

#### Confirmation of learners request to proceed to Stage 2

Signed assessor: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3

### ASSESSMENT APPEALS PROCEDURE – Stage 2

Learner Name \_\_\_\_\_ Learner Number \_\_\_\_\_

Assessor Name \_\_\_\_\_ Centre Number 36110

Programme \_\_\_\_\_ Unit Title \_\_\_\_\_

Date of Assessment \_\_\_\_\_ Type of Assessment: Practical   Written   Oral

Date of Appeal \_\_\_\_\_

#### **Internal Quality Assurer /Course Co-ordinator Response to Appeal**

Signed Internal Verifier/Course Co-ordinator:

Date:

#### **Learner's Response**

I agree with the response to my appeal

 **Box 1**

I do not agree with the response to my appeal and wish my appeal to proceed to Stage 3 in the appeals process

 **Box 2**

Signed Learner:

Date:

#### **Confirmation of learner's request to proceed to Stage 3**

Signed assessor:

Date:

## Appendix 4

### ASSESSMENT APPEALS PROCEDURE – Stage 3

Learner Name \_\_\_\_\_ Learner Number \_\_\_\_\_

Assessor Name \_\_\_\_\_ Centre Number 36110

Programme \_\_\_\_\_ Unit Title \_\_\_\_\_

Date of Assessment \_\_\_\_\_ Type of Assessment: Practical   Written   Oral

Date of Appeal \_\_\_\_\_

#### Appeals Panel Response to Appeal

Signed Head of Department: \_\_\_\_\_ Date: \_\_\_\_\_