

All students of Shrewsbury Colleges Group are able to challenge the outcome of their assessment/assignments at the level of unit/module competence, if they consider that the assessment has not been carried out appropriately. This Student Academic Appeals document specifies the standard arrangements for dealing with such queries.

It is acknowledged that staff already deal with student assessment/assignments in a professional manner but the aim of this document is to formalise these arrangements so that a common procedure can be applied throughout the college.

Appeals against Internal Assessment of Work: For External Qualifications

Shrewsbury Colleges Group is committed to ensuring that whenever their staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments/Examinations are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Shrewsbury Colleges Group is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.

Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency. If a student feels that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure.

It should be noted that, in the case where a student submits work after the internal submission deadline, they may not have recourse to any/all stages of this appeal process since the deadline for submitting marks to the exam board is fixed; this is likely to be rare but it is a risk the student incurs if they fail meet the internal deadline for submission of work.

After work has been assessed and moderated internally to ensure consistency of marking within the centre, it is moderated externally by the awarding body to ensure consistency between centres. Such external moderation can change the marks awarded for internally assessed work. This is outside the control of the Shrewsbury Colleges Group and is not covered by this procedure.

Procedure

Appeals should be made as early as possible regardless of the number of assessments to follow or stage in the calendar year. The first stage of the appeals process should be shared with students on return of their coursework marks to allow an appeal within the timeframe.

The internal Appeals Procedure involves the following 4 stages:

Student Academic Appeals**Stage 1**

Within 2 working days of the assessment being returned, the student should contact the member of staff who assessed the work and arrange to discuss the assessment as an informal review.

The teacher will review the assessment with the student against the assessment criteria available, providing the student with a copy of the criteria. This process should be recorded on the Informal Review of Coursework Form (below) and uploaded to Promonitor documents along with a comment to make the PL and CL aware.

If an error is identified during this review, then the mark will be corrected and updated.

Otherwise the student then has 5 days to review their work against the criteria. If they still do not agree, they can submit a Student Academic Appeals - AP1 Form to the Programme Leader. The student will be informed about the AP1 form and the timelines during the informal discussion.

Stage 2

Stage 2 is invoked on the return of the AP1 form to the Programme Leader by the student within 5 days of the informal review.

At this stage the student must sign the form to state that they are aware of the Student Academic Appeals Policy and have been given a copy of it. They will also sign a statement to acknowledge that a review of marking could result in marks going down as well as up.

- a. The appeal should be made in writing to the Programme Leader stating the details of the issue and the reasons for the appeal using the AP1 form.
- b. The appeal must be submitted within 5 days of the informal discussion at stage 1.
- c. Where the Programme leader is also the teacher, then the appeal should be made to the Curriculum Leader (or Vice Principal A levels if CL is already involved).
- d. The teacher involved in the assessment will be given a copy of the AP1 form and will be given the opportunity to respond.
- e. The assessment undertaken by the student will be photocopied, and all marks and comments made by the original assessor removed.
- f. An alternative and appropriately trained assessor will re-assess the work. All assessment criteria involved with the work must be available. The second assessor will re-assess the work and submit a mark. If an error is identified, then the mark will be corrected and updated. The re-assessment will be discussed with the course teacher.

Student Academic Appeals

- g. The student will be presented with the results of this re-assessment by the Programme Leader within 5 working days of the submission of Form AP1 and informed of the stage 3 process should they require it.
- h. In the event of the student not accepting the re-assessment decision, they should contact the Programme Leader or Curriculum Leader and request to move to stage 3 within 1 working day of receiving the stage 2 outcome.

Stage 3

- a. The Programme Leader, Curriculum Leader and the Head of Quality will meet as a Panel to review the two assessments, together with any reports from the Course teacher and internal verifiers/assessors.
- b. The Panel may request to see the student and the assessors involved in the marking procedures. If this is the case, they should be given 5 working days' notice of the Panel Hearing and the student should be given copies of marked assignments prior to the Panel Hearing.
- c. The student will be informed of the outcome within one working day, in the presence of the Curriculum Leader and Head of Quality. The student will be given details of the next stage of the appeals process if required.

Stage 4

In the event of the student not accepting the results of Stage 3 of the Student Academic Appeals Procedure the student will be referred to the appropriate awarding body by the Head of Quality after the Stage 3 interview. The Examinations Office will be involved at this stage.

If a student requires any assistance with following the procedure they should seek help from their teacher/student support tutor or the Student Services Support Manager.

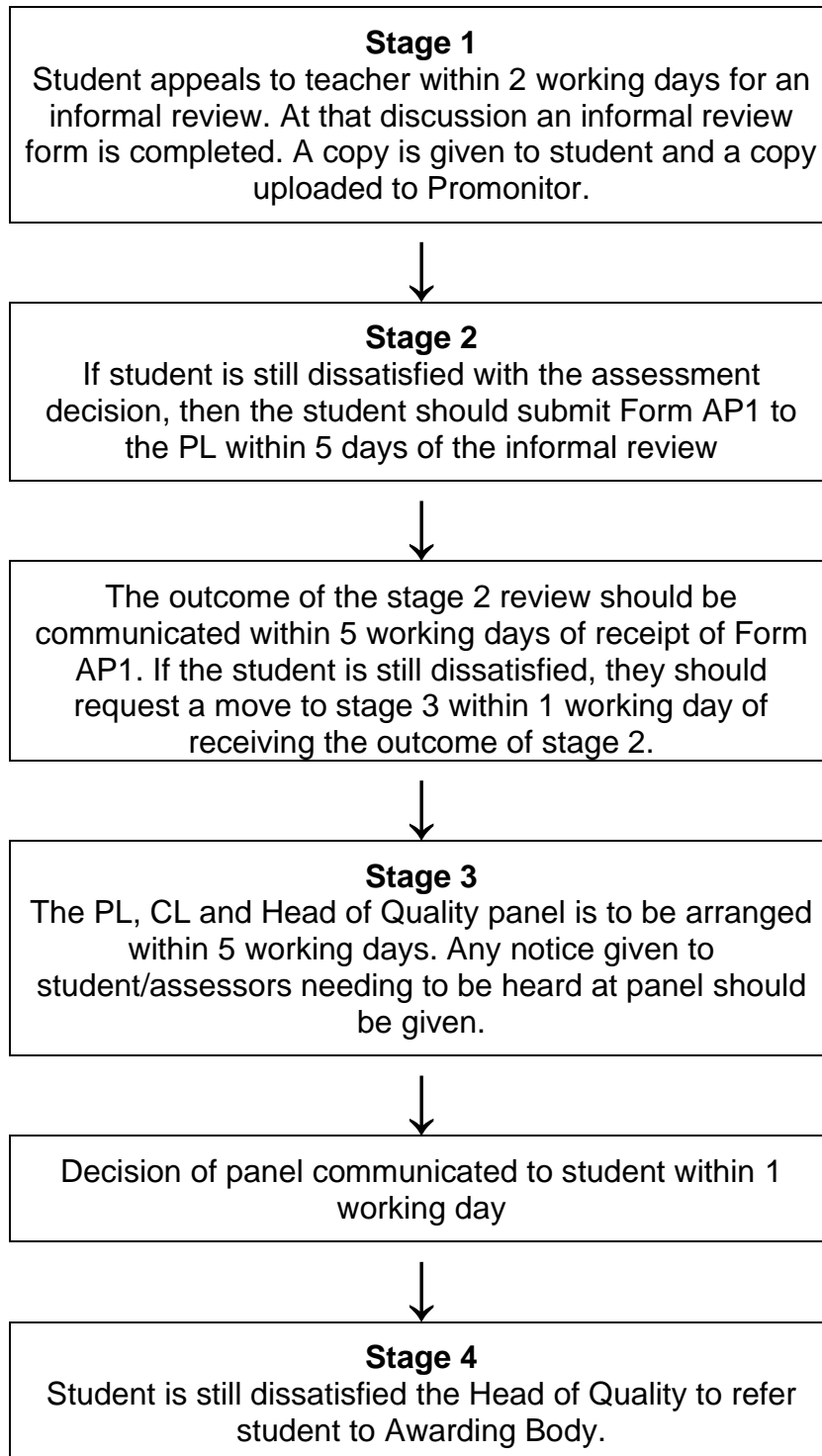
Related Documents

Assessment Policy

Malpractice & Maladministration Policy

Student Academic Appeals

FLOWCHART OF PROCESS



Student Academic Appeals**Informal Review Form**

Please complete this form at Stage 1 and upload it to ProMonitor including a comment to the PL and CL. A copy should be given to the student.

Student Full Name:	
Student ID:	
Teacher Name:	
Subject:	
Title of coursework:	
	Please tick as appropriate
An informal discussion about the coursework marking has taken place with reference to the marking criteria	
The student has been provided with the marking criteria	
The student has been provided with a copy of the coursework appeals policy	
The student is aware of the timelines within the policy and that they have 5 days to return Form AP1 if they wish to appeal further	
A copy of this form has been provided to the student.	
Teacher signature and date	
Student signature and date	

Student Academic Appeals**Student Academic Appeals - AP1 Form**

The completion and submission of this form instigates the **formal** College Student Academic Appeals procedure and should be used in conjunction with the Student Academic Appeals Policy guidance. Before submitting a formal appeal, you should first discuss the matter with your teacher to gain a full understanding for the reason for the result or decision against which you wish to appeal and to seek to resolve the matter informally.

Important notes:

You may only appeal on your own behalf. An appeal submitted by a third party will not be accepted unless accompanied by written authorisation from you.

The appeal form must be submitted to the Programme Leader within 5 days of the informal review of the mark which you are appealing.

A review of the marking could result in a change to the mark which means the mark could go down or up.

1. About You

Full Name:			
Student ID Number:			
Programme of Study: (e.g. subjects being studied)			
Year of Study:			
Address:			
Tel no:		Mobile no:	
E-mail:*			

* if enrolled at college, you will be contacted via your college email account

Cont'd

Student Academic Appeals

2. About Your Appeal

a) Please state the decision against which you are appealing: (ie. *Subject, NEA component, mark awarded*)

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b) Please tick the box(es) below to indicate on what grounds you are appealing:

(i) There has been a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study such as to cause significant doubt as to whether the decision might have been different if the error or irregularity had not occurred.	
(ii) There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.	

c) Please give details of your appeal here, including the date of the matter under appeal and your desired outcome (continue on a separate sheet if necessary)

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d) Please indicate what supporting documentation you are submitting in support of your appeal (if any) and attach it to a hard copy of this form, duly signed.

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e) Please outline any steps that you have already taken to address the issues raised in your appeal informally within your curriculum area (please include the names of staff with whom you have been in contact and attach any correspondence that you have had with them). If you have not contacted the Programme Leader for your area informally please provide the reason why.

I have been provided with a copy of the Coursework Appeals Policy: Yes / No

Declaration:

I declare that the information given in this form is true.

I am aware that a review of the marking could result in a change to the mark which means the mark could go down or up.

Signed:

Date:

Note: In order to consider your academic appeal fully, the College will need to disclose the appeal to members of staff whose input may be required.