

Student Academic Appeals Policy

All students of Shrewsbury Colleges Group are allowed 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 assessment/assignments 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 Shrewsbury Colleges Group.

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

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.

Procedure

Appeals should be made as early as possible regardless of the number of assessments to follow or stage in the calendar year.

After work has been assessed and moderated internally, it is moderated externally by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the Shrewsbury Colleges Group and is not covered by this procedure. If you have concerns about this, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.

Student Academic Appeals Procedure – Internal Process

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Sometimes a student does not agree with the coursework marks awarded by a tutor. If the disagreement cannot be resolved by initial discussion between the tutor and the candidate concerned, then the student may appeal directly to the Group Vice -Principal Quality & Curriculum Management (chrisp@shrewsbury.ac.uk) who will put into action the agreed appeals process.

The internal Appeals Procedure involves the following 4 stages:

Stage 1

Within 7 working days of the assessment being returned, the student should approach the member of staff who assessed the work and discuss the assessment. The tutor will review the assessment with the student against the assessment criteria available and complete a review, a copy is then given to the Candidate and a copy is then held by the personal tutor.

Stage 2

If the student is still not happy with the grade that he/she is given, Stage 2 should be invoked at the conclusion of the tutor review and Form AP1 completed.

At this stage the student must sign the form to state that they are aware of the Student Academic Appeals Policy and has been given a copy of it.

- a. The appeal should be made in writing to the Curriculum/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 14 days of the assessment being returned from Stage 1.
- c. Where the Curriculum/Programme Leader is also the IQA then the appeal should be made to the Group Vice Principal Quality & Curriculum Management.
- d. The course tutor 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 requested at this point. This should be photocopied and all marks and comments made by the assessor removed.

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- f. An alternative assessor will be nominated by the Group Vice Principal Quality & Curriculum Management to 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 grade. The re-assessment will be discussed with the Course Tutor.
- g. The student will be presented with the results of this re-assessment by the Curriculum/Programme Leader within fourteen days of the submission of Form AP1.
- h. In the event of the student not accepting the re-assessment decision, they will be informed of their rights to proceed to Stage 3 of the Student Academic Appeals Procedure.

Stage 3

- a. The Curriculum/Programme Leader and the Group Vice Principal Quality & Curriculum Management will meet as a Panel to review the two assessments, together with any reports from the Course Leader 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 seven working days, in the presence of the Curriculum Leader and Group Vice Principal Quality & Curriculum Management. The student will be given details of the next stage of the appeals process if required.
- d. The Examination Officer will inform the awarding body of any change to the original grade.

Stage 4

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

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- a. The student will be referred to the appropriate awarding body by the Group Vice Principal Quality & Curriculum Management within 10 working days of the Stage 3 interview. The Examinations Office will be involved at this stage.

If you require any assistance with following the procedure you should seek help from your Personal Tutor or the Student Services Support Manager.

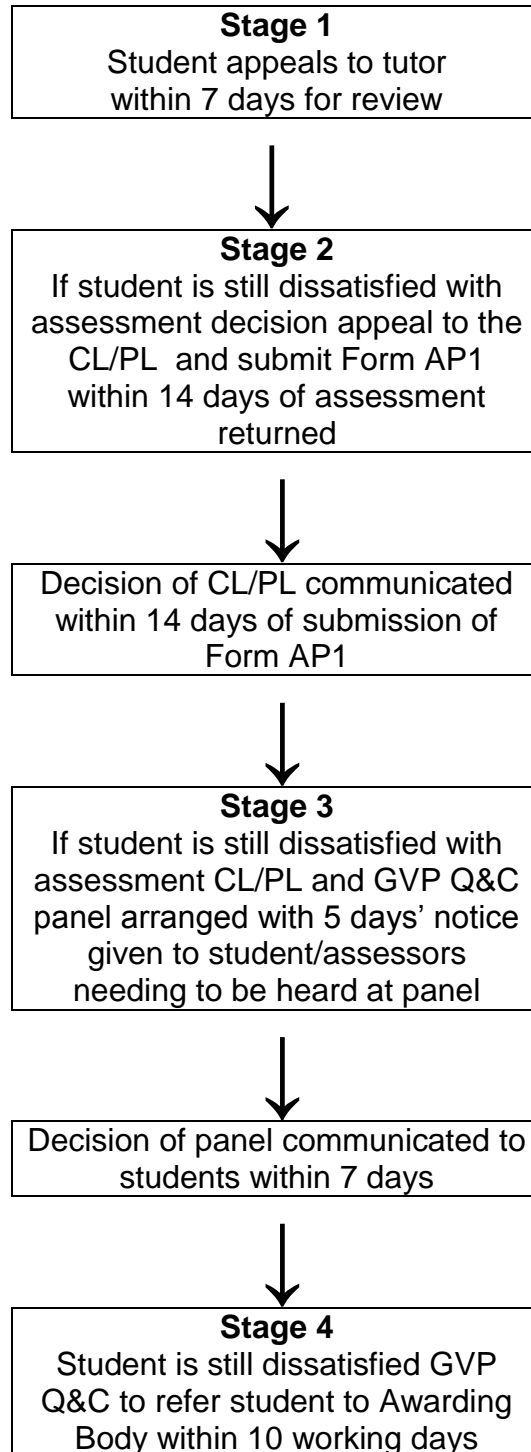
Related Documents

Assessment Policy

Malpractice & Maladministration Policy

Student Academic Appeals Policy

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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 discuss the matter with your course tutor, personal tutor and curriculum leader for your area 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 Group Vice Principal Quality & Curriculum Management within 14 days of the result or decision against which you are appealing.

1. About You

Full Name:	
Student Number:	
Curriculum area:	
Programme of Study:	
Year of Study:	
Address for correspondence:	
Tel no:	Mobile no:
E-mail:	

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2. About Your Appeal

a) Please state the decision against which you are appealing:	
b) Please tick the box(es) below to indicate on what grounds you are appealing:	
(i) There exists or existed circumstances affecting your performance of which, for good reason the course tutor and/or assessment board may not have been aware when the decision was taken, and which might have had a material effect on the decision. Please indicate here, and provide supporting documentation, why this information was not made available to your course tutor and/or assessment board prior to the decision being made (continue on a separate sheet if necessary):	
(ii) 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.	
(iii) 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 arising 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 (e. g. medical certificate) and attach it to a hard-copy of this form, duly signed.

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 curriculum leader for your area informally please provide the reason why.

Declaration:

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

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.