



Teitl: Title:	Academic Appeals Policy
Fersiwn: Version	2
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Academic Appeals Policy - IA Stage 1
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Head of Quality		
Ymgynghoriad / Consultation:			
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		
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	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
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Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Academic Appeals Policy

1. Introduction

- 1.1. Other college policies relating to this policy:
 - 1.1.1. Examinations Policy
 - 1.1.2. Controlled Assessment Policy
 - 1.1.3. Internal Appeals Policy
- 1.2. This appeals policy is in line with the
 - 1.2.1. JCO [guidance on reviewing marking \(centre assessed marks\)](#) and the [JCO Guidance](#) on awarding bodies' appeals processes.
- 1.3. This policy ensures that:
 - 1.3.1. All students have the right to appeal against internal assessment decisions and access to the appeals process.
 - 1.3.2. There is a clear procedure for lodging candidate enquiries about internal assessments.
 - 1.3.3. There is a clear procedure for handling disputes where a candidate disagrees with a decision by the centre, so that this can be resolved openly and effectively through a formal independent process.
 - 1.3.4. There is a record of all assessment enquiries for internal quality assurance processes, which meet the Code of Practice requirements for awarding bodies, found on the Regulatory Authorities' websites¹

2. Student Appeal Process [Internally Assessed Coursework]

- 2.1. In accordance with the guidance from JCO, learners are entitled to know the outcome of their internally assessed coursework marks and are entitled to review of these marks prior to submission to the awarding bodies.
- 2.2. It is reasonable to suggest that all internal standardisation and moderation, therefore must be completed and learners informed of their marks at least 10 working days prior to the external deadlines for mark submission to external awarding bodies.
- 2.3. Learners have 3 working days to appeal against their marks following notification by their subject teacher. All learners must have access to a copy of their marked work, the relevant specification and associated subject-specific documents to help them to decide whether they wish to appeal.
- 2.4. The learner will need to submit an email to the tutor should they wish to appeal outlining why they feel they have met the assessment criteria beyond the marks allocated. The subject teacher will promptly (same working day, if possible) inform the Curriculum Director of the need to arrange an appeal.
- 2.5. The College then has a minimum of 5 working days ahead of the external marks submission deadline to ensure that work can be remarked and standardised against other student assessed work by another appropriately qualified teacher/assessor who has not taught and has no personal interest in the outcome of the student.
- 2.6. All students will be informed in writing of the outcome of the appeal prior to mark submission.

3. Student Appeal Process [Post Awarding Body Announcement]

- 3.1. Not all coursework is internally marked and therefore access to indicative marks/grades is not always possible.
- 3.2. This relates mostly to GCSE and A-Level qualifications and to some vocational provision that is for example delivered through the Technical Qualification route or has an End Point Assessment.
- 3.3. This does not preclude the learner from appealing the mark/grade awarded but will need to follow the guidance provided by the individual awarding body
- 3.4. Learners cannot appeal directly, this must be done by the college on the learners behalf and supported by the college
- 3.5. Appeals made to an awarding body can incur a fee (approx £50, please check before submitting).
- 3.6. If the learner is not content with the outcome of an appeal to the awarding body some provide the opportunity to escalate the appeal to an independent reviewer.
- 3.7. Again a fee would be chargeable if an independent review was requested (approx £100, please check before submitting).

4. Student Appeal Process [Covid] - Grade Not Shared with Learner

- 4.1. During the pandemic the Government cancelled external examinations and some skills assessments.
- 4.2. The awarding bodies along with the regulatory bodies for England and Wales allowed for adaptations to qualifications and introduced professional judgements to determine the mark/grade for learners.
- 4.3. The grade awarded was a holistic judgment, based on both internal and external assessment evidence (where applicable) and any alternative evidence.
- 4.4. As a guide appeals against a calculated result can only be made on the bases that the awarding body:
 - 4.4.1. did not apply published procedures consistently;
 - 4.4.2. did not follow published procedures properly and fairly;
 - 4.4.3. used the wrong data; or
 - 4.4.4. issued a result incorrectly.
- 4.5. The appeal criteria as outlined in 4.4 is indicative and will need to be reviewed prior to making an appeal.
- 4.6. Appeals cannot be made on the grounds that the professional judgements of tutors and centres was incorrect.
- 4.7. As with all appeals to an awarding body the learner is precluded from appealing directly.

5. Student Appeal Process [Covid] - Grade Shared with the Learner Prior to Submission to Awarding Body

- 5.1. If in accordance with guidance from Ofqual/QW, learners are entitled to know the outcome of their internally assessed course prior to submission to the awarding bodies.
- 5.2. It is reasonable to suggest that all internal standardisation and moderation, therefore, must be completed and learners informed of their marks/grades at least 10 working days prior to the external deadlines for submission to external awarding bodies [or sooner dependent upon requirements of the awarding body.](#)
- 5.3. If in accordance with guidance from JCQ/QW, learners are entitled to know the outcome of their

internally assessed course prior to submission to the awarding bodies.

- 5.4. Learners have 5 working days to appeal against their marks/grades following notification by their subject teacher.
- 5.5. Learners must have access to a copy of their marked work, the relevant specification and associated subject-specific documents to help them to decide whether they wish to appeal
- 5.6. The learner will need to submit their appeal via the central appeals log maintained by Quality outlining why they feel they have met the assessment criteria beyond the marks allocated. The appeal subject teacher will promptly (same working day, if possible) inform the Curriculum Director of the need to arrange an appeal.
- 5.7. The Assistant Principal for the area will ensure that the information is collated within 5 working days and the area makes its recommendation to a panel of managers which must include at least one manager from Quality.
- 5.8. Once the panel has met and confirmed the correct grade/award this must be relayed to the learner within 2 working days

6. Student Appeal Process - Guide for Students

- 6.1. When your work is marked for an examination coursework piece, which will form part of your final qualification marks, you are allowed to appeal if you feel the mark allocated does not match the work produced based on the information contained in the specification.
- 6.2. To do this, the College will make sure that you are given your coursework marks at least 2 weeks (10 working days) before they have to send them to the examination centre.
- 6.3. Once you have been given your coursework marks you can look at the marked assessment and carefully compare the mark allocated for the work to the specification, grading grid and any other information which links to the assessment. This will allow you to decide whether the mark is a fair representation using the information in the course guidelines.
- 6.4. Following on from any appeal, please also be aware that the coursework will be externally moderated by the examination centre and the scores given may change, so the scores that are allocated by staff are only provisional.
- 6.5. If you do not agree with your mark and wish to appeal you have 5 working days to complete the appeal form outlining why you feel that you have met the assessment criteria beyond the marks allocated
- 6.6. You will be notified in writing of the outcome of the appeal.

7. Appeals Form

- 7.1. The Quality Directorate will maintain a central register of appeals that will be monitored to ensure that departments meet the required timelines.
- 7.2. You can access the form here [\[Link to Appeals Form\]](#) or via the Student App.

8. Links

- 8.1. ¹ Link to Ofqual - The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England
- 8.2. ¹ Link to Qualifications Wales - Qualifications Wales regulates qualifications, other than degrees, in Wales.