



Cheshire College
South & West

Academic Appeals Policy

Key Information	
Policy Reference Number	CCSW - AAP
ELT Post Responsible for Updating and Monitoring	Vice Principal – Innovation, Curriculum & Quality
Published on Website	Yes
Date Approved by ELT	05 March 2024
Date Approved by Governor's Committee (if applicable)	18 March 2024
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Date of Next Policy Review	05 March 2027

1. Introduction

- 1.1 This policy is designed to provide information to learners and staff on academic appeal procedures. It recognises that learners seeking qualifications that are either internally or externally assessed, have a right to seek a review of decisions that affect them.
- 1.2 This policy will not discriminate either directly or indirectly against any individual on the grounds of gender, race, ethnicity or nationality, sexual orientation, marital status, religion or belief, age, disability, socio-economic status or any other personal characteristic.
- 1.3 Assessment may take a variety of forms including examination, assignment including project work, essay, presentation, practical work or any other exercise which is designed to enable learners to demonstrate achievement.
- 1.4 This policy applies to all appeals from the Non-Examined Assessment (NEA) policy.
- 1.5 This policy applies to all assessments that contribute to a learner's final grade. There is no right to appeal formative classroom assessments which are designed primarily to aid progress.
- 1.6 Prior to submitting an appeal, learners should raise issues informally with members of the delivery team and attempt to resolve any concerns. Impartial advice on how best to raise issues is available from 'The Hub', from Personal Development Tutors (PDTs) or Faculty Co-ordinators at all Campuses. All staff involved in an appeal will maintain confidentiality.
- 1.7 Please note that this policy covers all FE and non-prescribed HE courses. The appeals procedure for prescribed HE courses will be available from the Director of Higher Technical Education and is also available on the College HE website. HE learners are to be directed to Part J academic appeals in CCSW HE Academic Regulations.
- 1.8 This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or sexual orientation, marital status, religion or belief, age, disability, or any other personal characteristic. The policy will take account of learners with access / inclusion needs as part of their reasonable adjustments.

2. Appeals against Marks/Grades Awarded by External Bodies including Higher Education Institutions (HEI) and Apprenticeship End Point Assessment Organisations

- 2.1 Where a learner is appealing against a grade or a result of an external test/examination, to include Apprenticeship end point assessments and is an approved entry of the College, the learner must lodge the appeal through the College Examination Office. Learners will be required to sign to say that they are seeking an appeal.
- 2.2 Before processing, the appeal will require the signed support of the appropriate Assistant Director. The College will register the appeal with the appropriate Awarding Body/Higher Education Institute (HEI) and will provide the learner with details of the appeals procedure, indicating appropriate timescales, by which the College and the learner are bound.
- 2.3 The College will monitor the response of the awarding body/HEI and advise the learner of the outcome.
- 2.4 Where an awarding body has an appeals procedure covering aspects of internal assessment, the appropriate colleague will inform the learner of their rights.

3. Appeals Against an Internal Assessment Grade or Decision

- 3.1 All appeals against an internal assessment or grading decision will be subject to the following staged procedure:
 - 3.1.1 **Stage 1 - Assessor & Assistant Director (AD)**

- 3.1.1. The learner must lodge notice of an appeal, in writing or via email, to their Teacher/Assessor and Assistant Director within 3 College working days of receiving the assessment/examination result, stating the grounds for the appeal. In extenuating circumstances, such as authorised illness, holiday or absence from the country, an appeal after this time would be considered.
- 3.1.2. Within the College appeals procedure, the AD, with assistance from the Teacher/Assessor will investigate the circumstances of the appeal. The AD will lead the investigation.
- 3.1.3. Dependent upon the outcome on the investigation the AD may request that the assessment decision is reviewed by another qualified member of staff or internal verifier (IV).
- 3.1.4. The AD has 5 normal College working days to investigate the appeal. The AD will notify the learner in writing of the outcome within 3 normal College working days from the conclusion of the investigation.
- 3.1.5. In cases where the learner remains dissatisfied with the outcome of stage 1, they may progress the appeal to stage 2.

3.1.2 **Stage 2 - Assistant Principal Curriculum/Assistant Principal Apprenticeships & Employer Engagement**

- 3.1.2.1 The learner must appeal in writing or via email, to the Assistant Principal Curriculum/Assistant Principal Apprenticeships & Employer Engagement within 3 normal College working days of receiving notification the outcome of from stage 1.
- 3.1.2.2 The Assistant Principal Curriculum or Assistant Principal Apprenticeships & Employer Engagement has 5 normal College working days to investigate the appeal. After investigating all the circumstances of the appeal, including possible consultation with the internal & external verifiers, the Assistant Principal Curriculum or Assistant Principal Apprenticeships & Employer Engagement will notify the learner of the outcome, in writing, within 3 normal College working days from the conclusion of the investigation. The Assistant Principal Quality may be requested to support any investigation carried out by Assistant Principal Curriculum/Assistant Principal Apprenticeships & Employer Engagement.
- 3.1.2.3 In the case of an appeal against an NVQ/VRQ assessment decision the external verifiers ruling will be final.
- 3.1.2.4 This outcome is final and there is no further right of appeal beyond this stage. The result will be confirmed in writing to the learner within 3 College working days of the decision being finalised.

Internal Assessment or Grading Decision Appeals Diagram

