

# Higher Education Appeals Policy

*(for Students studying on Pearson HND/HNCs and any other level 4/5 courses not accredited to a university)*

## 1. Policy Statement

- 1.1 The College is committed to making the assessment process as clear and transparent as possible for students studying on a level 4/5 course at Weymouth College.
- 1.2 All assignments for each unit are assessed by the unit lecturer. Each assessed assignment will be looked at by another lecturer to ensure the assignment is given a fair grade which reflects the academic level of the assignment, and meets the relevant assessment criteria.
- 1.3 If a student feels that an assessment is unfair they are encouraged to speak to the unit lecturer in the first instance expressing their concerns.
- 1.4 Occasionally situations may arise when individuals are not content with the outcome of these discussions and therefore may wish to progress their appeal as outlined below.

## 2. Reason for the Policy

- 2.1. To ensure that students have a clear understanding of how to make an appeal against an assessment decision.

## 3. Policy Objectives

- 3.1. To enable students to enquire, question or appeal against an assessment decision.
- 3.2. To attempt to reach agreement between the student and the Assessor at the earliest opportunity.
- 3.3. To standardise and record any appeal to ensure openness and fairness.
- 3.4. To facilitate a student's ultimate right of appeal to the Awarding Body, where appropriate.
- 3.5. To protect the interests of all students and the integrity of the qualification.

## 4. Policy

- 4.1 **Stage 1 – Informal:** The student consults with the unit lecturer (Assessor) within 14 working days following the assessment grade, to discuss an assessment decision. If unresolved, then the issues are documented by the assessor and recorded by the college Quality Nominee before moving to stage 2.
- 4.2 **Stage 2 – Review:** Review of assessment decisions by Quality Nominee. The student is notified of the findings and agrees or disagrees, in writing, with the outcome. If unresolved, move to stage 3.
- 4.3 **Stage 3 – Appeal hearing:** Senior Management hears the appeal and writes to the student with their findings. If the student remains unsatisfied with this outcome move to stage 4.
- 4.4 **Stage 4 – External appeal:** The grounds for appeal and any supporting documentation will be submitted by the College to the appropriate awarding body within 14 days of the completion of Stage 4: The College will be subjected to a fee by the awarding body.

## 5. Definitions

- 5.1. **Appeal:** a request from a student to revisit an assessment decision which s/he considers to disadvantage him/her.
- 5.2. **Appeals procedure:** a standard, time limited, sequenced and documented process for the College and student to follow when an appeal is made.

## 6. Policy Owner

- 6.1 Vice Principal Curriculum

Policy Title:	HE Appeals Policy (Level 4/5 courses not accredited by a University)	Policy Owner:	Vice Principal Curriculum
Status:	FINAL	Approval Date:	February 2018
EIA Required Yes or No due regard given	Due regard given 25/11/15	Review Date:	February 2020
Yes - EIA Date:			

**7. Who will need to know about this policy**

- 7.1 All students studying on level 4/5 programmes as outlined above
- 7.2 All staff teaching on level 4/5 programmes as outlined above

**8. Responsibility**

- 8.1 Vice Principal Curriculum

**9. Related Policies & Procedure**

- 9.1 Individual Awarding Bodies Policies on Appeals
- 9.2 Internal Quality Assurance Assessment Policy

**10. History**

This policy was adopted and approved:

Signed: *Nigel Evans*

Date: *31 January 2018*

Nigel Evans, Principal & Chief Executive Officer

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