

Academic Appeals

Designation number	LC001	Title	Academic Appeals
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Published on website	Yes	Related policies and/or procedures	Student Handbook Academic Offences Malpractice Policy Student Disciplinary Policy Complaints Policy Grievance Procedures AAT Academic Appeals
Relation to QAA requirements (parts of code covered)			
Informed by UK Quality Code Core Practices for Quality			

Academic Appeals

1 Introduction

- 1.1 This procedure relates to appeals against an assessment result or the decision of an Assessment Board for taught programmes only.
- 1.2 Assessment may take a variety of forms including dissertation, examination, project, essay, presentation, practical work or any other exercise which is designed to enable students to demonstrate achievement.
- 1.3 Prior to submitting an a n

1.7 This procedure applies to students on all HNC/ HND programmes.

1.8 For students on BA/BSc Programme by the University of Derby, please refer to <https://www.derby.ac.uk/about/academic-regulations/> for information on **Academic Appeals**. Students will be given advice and support by the Programme teams at the College.

2 Valid Grounds for Appeal

2.1 Students can only appeal against an assessment result or a decision of an Assessment Board for one or more of the following reasons:02 559.66 Tm[a]]TJETBT1 (

5.8 The Head of Quality or nominee may collect written evidence from relevant members of staff or from the Assessment Board and will consult with the Chair of the Board.

5.9 If after the above consultation the Head of Quality or nominee establishes that the appeal is not properly based on one of the acceptable grounds set out in paragraph 2 above, s/he will recommend that the appeal be turned down.

5.10 If the Head of Quality or nominee and Chair of the Assessment Board establish that the student does have grounds for appeal, a consultation will be held with relevant members of the Board. The consultation will agree what action, if any, should be taken to address the appeal without the need for a Formal Appeals Panel hearing. Any such action may

(iv) Head of Quality or nominee will act as Secretary to the Panel.

6.2 The Head of Quality or nominee will notify the student, at least 14 days in advance, of the time, date and place of the panel hearing. This timescale can be reduced by mutual agreement.

is entitled to bring a friend. This person should normally be a class

permission of the Chair of the Panel.

6.4 The student is entitled to call witnesses, but must notify the Head of Quality or nominee 7 days in advance of the panel hearing if s/he intends to do so.

6.5 The student is entitled to see in advance of the hearing all relevant evidence, except provisional assessment marks or grades, but must keep all such information confidential. S/he is entitled to be present throughout the hearing except for the private meetings of the panel.

6.6 The panel may also call witnesses and may seek information from the Chair of the Assessment Board.

6.7 Members of the panel may question the student and the witnesses. The student may also question the witness. All witnesses will leave the meeting after giving their evidence.

statement, the student and her/his friend will leave the meeting and the panel will consider its decision in private.

6.9 Based upon the evidence the Appeals Panel will either:

(i) Determine whether to uphold the decision of the Assessment Board or published result; OR

(ii) Require the Assessment Board to annul its decision or rescind the published result.

6.10 The decision of the Appeals Panel is final.

immediately after the meeting and subsequently confirmed in writing by the Chair. The report of the panel hearing, once approved by the Chair of the panel, will be submitted in confidence to the members of the panel, the Chair of the Assessment Board and to the Chairs of Academic Board and Quality and Standard Committee and, where appropriate.

6.12 If the Assessment Board is required to annul its decision or rescind the published result, then it must agree appropriate arrangements for the student to complete any outstanding assessment requirements as quickly as practicable and notify the student accordingly. Such arrangements may be agreed by a full meeting of the Assessment Board.

7 Completion of the College's Internal Procedures

7.1 Following the Appeals Panel, the College will confirm that the internal procedure has been completed.

7.2. If a student has completed this procedure and they are still dissatisfied with the outcome, they may be able to refer the issue as a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) providing that it is eligible

www.oiahe.org.uk

7.3 Students may also make an appeal to Pearson Education - the awarding body that accredits HNC/HNICs 272.84 Tmp0.02 .ddits b9t acldbf tthStudent