



## Higher Education Academic Appeal Form Guidance for Students 2018-19

1. Before you consider making a formal appeal you should always have made serious attempts to resolve the matter informally through the relevant member(s) of staff. Note that appeals can only be made against the published decisions of **final awards or assessment boards** of the College and/or partner university, and not against any provisional marks, grades, results or other feedback made available to you, by your tutors or by any other means, for individual assessments, examinations, or modules. All such outcomes are provisional until confirmed by a final awards or assessment board.
2. This guidance applies to all Higher Education (HE) students who are studying a **Higher National BTEC** course at the College. The related procedures are relevant to these HE students and to the College staff administering them. Refer to: <http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html#tab=Appeals>

**Edexcel Appeals Office**  
**One90 High Holborn**  
**London**  
**WC1V 7BH**

3. If the course is delivered by the College but is in partnership with a university, then academic appeals need to be directed to the partner university. **In the first instance, speak with the Course Leader to try and resolve the matter informally.**
4. For the **University of Bolton**, please refer to their Academic Appeals Policy and Procedures:  
<https://www.bolton.ac.uk/about/governance/policies/student-policies/>
5. For the **University of West London**, please refer to their Academic Appeals Policy and Procedures:  
<http://www.uwl.ac.uk/students/current-students/policies-procedures-and-regulations>  
Also: <https://www.uwl.ac.uk/students/current-students>

Before completing the Higher Education Academic Appeal Form you should read the following permissible grounds for appeal very carefully. **Note that you are not normally permitted to appeal on any other grounds. In particular, appeals will not be accepted simply because you are dissatisfied with an assessment mark or grade.**

This document should be read in conjunction with the Higher Education Framework for Assessments, and The Higher Education Student Appeals Policy, Regulations and Procedures Policy. These documents can be found on the college web site in the HE section, or the HE site via Moodle.

You are strongly advised to read all the above documents and their procedures before making an appeal and to seek appropriate advice.

### **Grounds for submitting a written Academic Appeal**

Students may submit an Academic Appeal on the following grounds:

1. That circumstances affected the student's performance of which, for good reason, the Assessment Board may not have been made aware when the decision was taken and which might have had a material effect on the decision (Note: **if students wish to appeal on such grounds, they must give adequate reasons with supporting documentation why this information was not made available prior to the decision being made**);
2. That there was a material administrative error or procedural irregularity in the assessment process;
3. That there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners/assessors.

An appeal which questions the academic or professional judgement of those with the responsibility for assessing a student's academic performance or professional competence may not necessarily be accepted; however, if there are circumstances beyond the control of the student, that they want taking into account, then a student can appeal.

Students should submit Academic Appeals on the forms provided by the College and within **7 working days of receiving assessment results**. Academic Appeals that are submitted after 7 days will not normally be considered. However, if there are circumstances beyond the control of the student, that they want taking into account, then a student can appeal.

You are entitled to contact Pearson BTEC for advice and guidance via:

<http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html#tab-Appeals>

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**The procedure is as follows:**

#### STAGE 1

##### **Informal Academic Appeal**

1. The student should first consult with the tutor in an attempt to resolve the problem informally.
2. If the situation is not resolved informally the student is entitled to submit a written appeal.

#### STAGE 2

##### **Consideration of a written Academic Appeal**

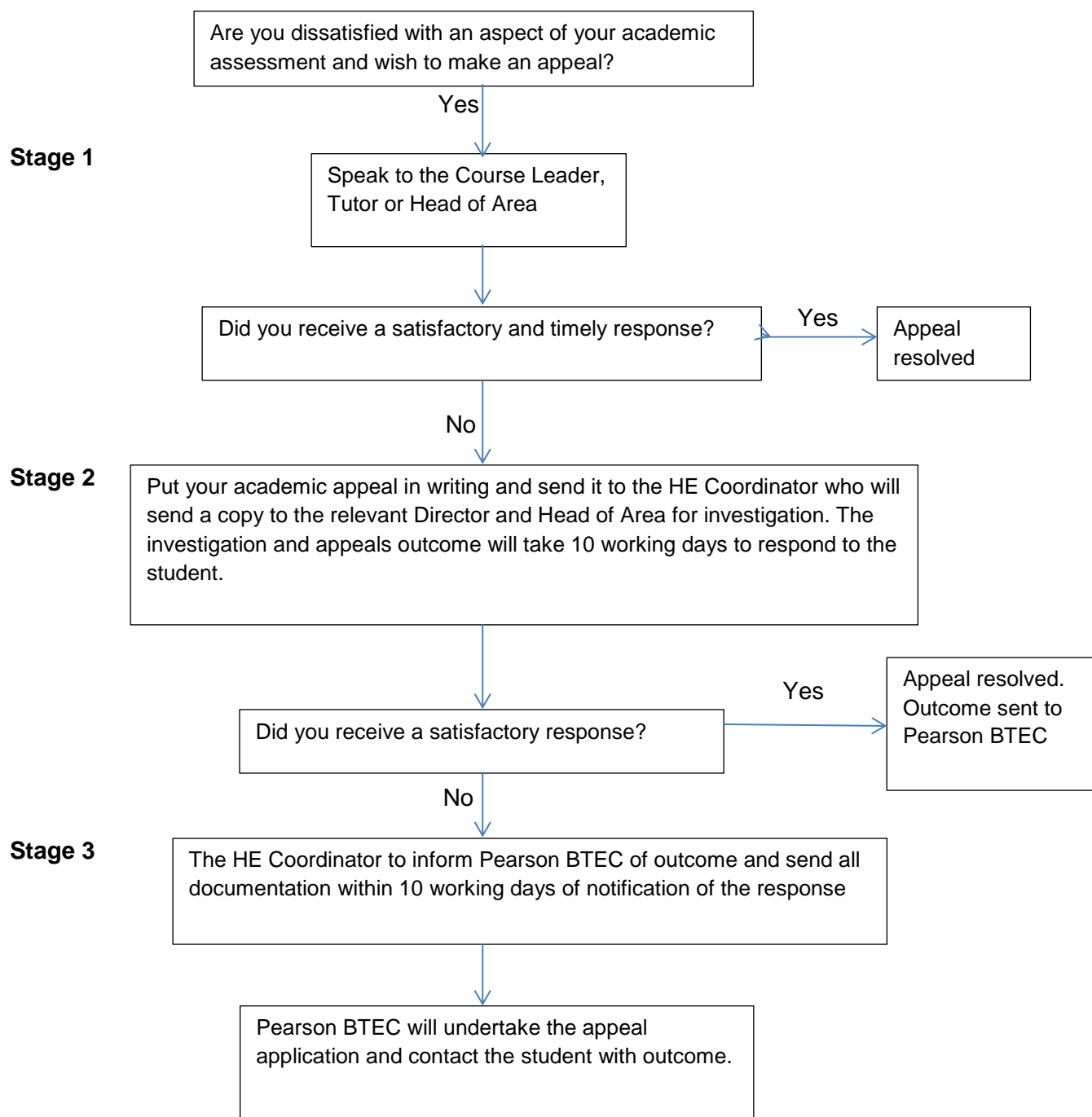
1. A formal written academic appeal should be submitted electronically or handed in to the HE Coordinator. Where official documents form part of the evidence, the originals should normally be submitted in hard-copy. Students are advised to take copies of all documentation prior to submission.
2. The HE Coordinator (or a nominee) will normally acknowledge receipt of the Academic Appeal **within five working days**.
3. On receipt of the Academic Appeal, the HE Coordinator (or a nominee) will consider whether the appeal is made on one or more of the grounds specified in section 5 above. The student will normally be notified **within ten working days of the appeal being received and the outcome of the appeal application**.
4. If the appeal is considered 'not eligible' the student will receive this outcome with reasons given.
5. The HE Coordinator (or nominee) will contact Pearson BTEC of the outcome. All relevant documentation and data will be sent to Pearson BTEC. The student will be informed that further correspondence regarding the appeal should be directed to Pearson BTEC.

#### STAGE 3

##### **Pearson BTEC Appeal outcome**

1. Pearson will carry out its own appeals process and report back to the college and the student with the outcome.

## Student Academic Appeals Procedure Summary Flowchart



### Internal Procedures Completed

<b>Area</b>	HE Unit
<b>Prepared by</b>	HE Co-ordinator
<b>Approved by</b>	HE Quality Assurance Committee
<b>Last Updated</b>	August 2018
<b>Next Review Date</b>	August 2019