

Appeals against Assessment Decisions Policy



ABERDEEN COLLEGE®

Po107

Appeals against Assessment Decisions in Internally Assessed Units Policy

Review Date: August 2012

Appeals against Assessment Decisions in Internally Assessed Units Policy

Note: This policy is concerned with the formal system for appeals which is additional to the informal system that operates within teaching Sectors as described in the procedure for appeals

1.0 Scope of appeals

1.1 In certain circumstances it will be open to a student to make a formal appeal against

- the non-award of any unit;
- the grade awarded to a graded unit
- a decision to withdraw her/him from an outcome, a unit or the whole course.

2.0 Circumstances of Appeal

2.1 The only allowable circumstances of appeal will be:

- personal circumstances affecting the case not known to the people who took the decision;
- apparent irregularities or inconsistencies in assessment which may have affected the student's result/position.

2.2 It is expected that the student will have made an informal appeal to the lecturer/assessor involved and/or to the Curriculum Leader / Team Manager and where necessary the Internal Moderator before making a formal appeal. (See Procedure 13 Student Appeals against Assessment Decisions.)

2.3 It is also expected that the student making a formal appeal will be prepared to produce evidence to substantiate the appeal.

3.0 Timing

3.1 Following the publication of a result, the student may write to the appropriate Sector Manager lodging an appeal and specifying any mitigating factors which she/he feels should be known to the Appeals Board. The appeal must be lodged with the Sector Manager within seven days of the publication of the result. The

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Sector Manager will investigate and pass information to the Associate Principal (Student Support Services).

4.0 Appeals Board

4.1 The Appeals Board will comprise:

- The Associate Principal (Student Support Services) (Chair) or other senior member of staff chosen by the Principal
- A member of Quality Assurance team
- Curriculum Leader or Team Manager not involved in the unit (but where possible having relevant subject knowledge).
- Sector Manager/Team Manager/Curriculum Leader for the subject area (in attendance).

5.0 Appeals Procedure

5.1 The Associate Principal (Student Support Services) will decide whether the grounds for appeal are allowable. If they are, she/he will arrange for the appeal to be heard within ten working days of the receipt of the appeal.

5.2 A student making an appeal will have the right to put her/his case personally and may choose to be accompanied by a representative or friend.

5.3 The result of the Appeal will be notified in writing to the student and to the Sector Manager.

5.4 Where required by the certificating body, decisions will be referred to, or notified to, the nominated representative of the body.

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