



Internal Appeals Procedure for Assessment Decisions (for Non-examined Assessment/Internal Assessment Decision see separate procedure)

Purpose

To provide an effective and transparent system for dealing with disputed outcomes of assessment and grading across **all programmes other than non-examined assessment** offered by Brockenhurst College. This will apply to learners who have been registered for a qualification through the College.

There are two levels at which the learner may appeal

1. The internal College Appeals Procedure which will be overseen by the Assistant Principal (Quality) to which this policy refers.
2. The external process for Awarding Bodies to which all learners will have access at the time that results are released. Learners are informed of this results service on the day they access their results.

Appeal against Internal Assessment Decisions

1. **The College MUST inform learners of their centre assessed marks as the learner is allowed to request a review of the centre's marking BEFORE MARKS ARE SUBMITTED TO THE AWARDING BODY.** If a learner wishes to appeal against an assessment decision, then the following actions must be taken. The learner should speak to the teacher/assessor and discuss his/her disagreement with the assessment decision(s). This should be within 5 working days after receiving the assessment decision.



2. If an agreement cannot be reached, then the learner should contact the Curriculum Leader or the Co-ordinator for the programme and present his/her view of the assessment decision(s). The Curriculum Leader may defer to the Co-ordinator who will make a written record of the conversations and any decisions made. The Co-ordinator refers back to the Curriculum Leader. All records will be stored within the department and a copy sent to Exams Office (exams@brock.ac.uk) who will log details of the incident. It will then be the decision of the Curriculum Leader and/or the Co-ordinator whether the work is re-assessed by another assessor, or if the original assessment decision stands. All decisions will be communicated by the Co-ordinator to the learner within 5 working days from receipt of the appeal. An independent person should be involved in this initial stage of the appeal to ensure a non-biased outcome.
3. If an agreement cannot be reached, the learner should complete the attached form and submit it to the Assistant Principal, Curriculum, Quality and Development within 5 working days of the assessment decision.
4. The Assistant Principal, Curriculum, Quality and Development, will acknowledge Receipt of the appeal to the Curriculum Leader and/or Co-ordinator and learner within 5 working days.
5. The Assistant Principal, Curriculum, Quality and Development will contact the learner with the outcome within 5 working days from the receipt of the appeal.
6. If the learner is not satisfied with the outcome s/he can then appeal to the Awarding Body through the Exams Office with copies of all correspondence being sent to the Assistant Principal, Curriculum, Quality and Development.

Note – in the case of HE provision all of the above processes will apply and the College will work in conjunction with the University of Chichester's own policies.

At the end of each academic year all appeals will be reviewed. This will enable the College to implement any developments and/or changes as required.

Academic Appeals Form

Name (in full)			
Date of Birth			
Student ID number:		Year of programme (1st, 2nd, etc)	
Course			
Unit name and number to which appeal applies			
Your contact address			
Telephone no.			
E-mail address			

ABOUT YOUR APPEAL

Give full details regarding your rationale for making your appeal – please refer to the policy here. Please note that there are three outcomes as a result of the appeal: the mark/grade stays the same; the mark goes up or the mark goes down.

Describe here why you believe you have grounds for appeal, providing specific evidence with reference

List here any documents that you are attaching to support your appeal and explain their significance to the appeal.

Signed		Date	
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To be completed by the Curriculum Leader or Co-ordinator

Outcome of Appeal

Outcome	Rationale (including staff involved)

If you are not happy with this outcome please fill in your reasons below and then email to exams@brock.ac.uk

Rationale for referral of appeal outcome to the Assistant Principal Learning and Quality.

The College reserves the right to decide not to submit an appeal on behalf of a learner if the grounds for the appeal are not permitted grounds or where it does not agree there is a sound rationale for the appeal.
