

Internal Appeals Procedure for Assessment Decisions

**(for Non-examined Assessment/Internal
Assessment Decision see separate procedure)**

Purpose

To provide a fair, transparent and consistent process for addressing appeals relating to assessment and grading decisions for all qualifications delivered by Brockenhurst College, excluding non-examined assessments where separate procedures apply. This policy applies to all learners registered for qualifications through the College.

Learners have access to two stages of appeal:

- **The College Internal Appeals Procedure**, overseen by the Assistant Principal, Curriculum, Quality and Development, as outlined within this policy.
- **The Awarding Body Appeals Process**, which is available following the release of results. Information regarding post-results services and appeals will be communicated to learners at the time results are issued.

Appeals Against Internal Assessment Decisions

Stage 1: Informal Resolution

1. The College must inform learners of their centre-assessed marks where awarding body regulations permit a review of marking prior to the submission of marks. Learners who wish to challenge an assessment decision should initially discuss their concerns with the teacher or assessor responsible for the assessment within **five working days** of receiving the decision.

Stage 2: Curriculum Area Review

1. Where the matter cannot be resolved informally, the learner should escalate the concern to the relevant **Curriculum Leader** or designated **Coordinator**. The discussion, evidence considered and any actions agreed must be formally documented.
 - A copy of the documentation will be retained within the curriculum area and forwarded to the **Examinations Office (exams@brock.ac.uk)** for central logging and monitoring purposes.
 - The Curriculum Leader and/or Coordinator will determine whether:
 - the work should be reviewed by a second assessor; or
 - the original assessment decision should stand.
 - An appropriately independent individual should be involved in the review process to ensure impartiality and avoid conflicts of interest.
 - The outcome will be communicated to the learner within **five working days** of receipt of the appeal.

Stage 3: Formal College Appeal

1. If the learner remains dissatisfied with the outcome, they may submit a formal appeal using the College Appeals Form. This must be submitted to the Assistant Principal,

Curriculum, Quality and Development within five working days of receiving the Stage 2 decision.

2. The Assistant Principal, Curriculum, Quality and Development will acknowledge receipt of the appeal within five working days and notify the learner and relevant Curriculum Leader or Coordinator that the appeal has been received.
3. The appeal will be reviewed, taking into account all relevant evidence and documentation. The Assistant Principal, Curriculum, Quality and Development will communicate the final College decision to the learner within five working days of receipt of the formal appeal.

Stage 4: Awarding Body Appeal

1. If the learner remains dissatisfied following completion of the College's internal process, they may pursue an appeal through the relevant Awarding Body. Applications should be submitted via the Examinations Office, with copies of all correspondence provided to the Assistant Principal, Curriculum, Quality and Development.
2. Any appeal to the Awarding Body must be submitted within ten working days of the learner receiving the outcome of stage 3.

Higher Education Provision

For Higher Education programmes, the above process will apply alongside the relevant regulations and procedures of the University of Chichester. The College will work collaboratively with the University where required to ensure compliance with all applicable policies and regulations.

Monitoring and Review

All assessment appeals will be reviewed annually by the College as part of its quality assurance processes. Outcomes and themes arising from appeals will be analysed to identify areas for improvement and inform any necessary updates to policy, procedures, assessment practice, or staff development.

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)

Rationale for referral of appeal outcome to the Assistant Principal Curriculum, Quality and Development

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.

