

Academic Appeals Procedure

Policy review area	Curriculum
Lead manager	Assistant Principal, Curriculum
Approval level	SLT
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1. Introduction

- 1.1. This procedure relates to appeals against an assessment result or the decision of an Examination or 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 appeal, students should raise issues informally with members of the Course Team and attempt to resolve any concerns.
- 1.4. Impartial advice on how best to raise issues is available from the academic departments, Student Services and the Students' Union.
- 1.5. It is important that students ensure that any circumstance which they feel could adversely affect their performance is recorded in accordance with the published procedures and within the deadlines set down in those procedures. It is unlikely that an appeal on this basis will be successful if the student has not reported it and followed the appropriate procedures.
- 1.6. All staff involved in an appeal will maintain confidentiality

2. Valid Grounds for Appeal

- 2.1. Students can only appeal against an assessment result or a decision of an Examination or Assessment Board for one or more of the following reasons:
 - 2.1.1 that the student's performance in an assessment suffered through illness or other compelling circumstances which could not have been reasonably reported at the time of the Examination or Assessment Board through the Mitigating Circumstances reporting process; students who base an appeal on this ground will be expected to show why the circumstances could not have been reported earlier;
 - 2.1.2 that the assessment was not carried out in accordance with the programme and/or module regulations and procedures;
 - 2.1.3 that the administrative procedures were not correctly followed or that a significant mistake was made in the administrative process; that the assessor(s) or the Examination or Assessment Board did not consider all the circumstances previously reported through the Mitigating Circumstances process which may have significantly affected the student's performance.

3. Invalid Grounds for Appeal

- 3.1. Students cannot appeal against academic judgement.
- 3.2. An academic appeal may not be brought on grounds of dissatisfaction with teaching, resources or other aspects of the course. These should be pursued using the Complaints Policy.

4. Making an Appeal

- 4.1. There are two routes by which students can make an appeal:
 - 4.1.1 University of Brighton Awards. This route is used for all programmes leading to an award of the University of Brighton. These programmes are subject to the General

Examination and Assessment Regulations for Taught Courses (GEAR) and students are directed to these regulations in order to appeal.

- 4.1.2 External Awards. This route is used for a programme of study leading to an award of another external body, for example Higher National Diplomas and Certificates awarded by Pearson.

5. Appeal Procedure for Awarding Bodies other than University of Brighton

5.1 Stage 1 Appeals

- 5.1.1 The student makes an appeal in writing, including any evidence, to the Head of Higher Education, clearly identifying the grounds for the appeal (with reference to Section 2 above) within 14 calendar days of receiving the result in writing.
- 5.1.2 The Head of Higher Education will review the Stage 1 Appeal and consider whether it falls within appropriate grounds. If it does not, the Appeal will not be upheld.
- 5.1.3 If the grounds are deemed to be valid, the Appeal will be upheld and will be investigated by the Head of HE or referred to the appropriate Curriculum Leader or Head of Department for investigation.
- 5.1.4 The outcome of the investigation will lead to a recommendation of appropriate remedial action. This action will be notified to the student in writing by the Head of HE.
- 5.1.5 The Head of Higher Education will notify the student in writing of the outcome of the Appeal.
- 5.1.6 If the student is dissatisfied with the outcomes, s/he may proceed to a Stage 2 Appeal.

5.2 Stage 2 Appeals

- 5.2.1 The student refutes the outcome of the Stage 1 Appeal in writing to the Head of Higher Education and requests a Stage 2 Appeal, clearly identifying the grounds for the continuation of the Appeal, as stipulated in Section 2 above, and including relevant supporting evidence. The student must submit such an Appeal within 14 calendar days of having been informed in writing of the outcome of Stage 1.
- 5.2.2 The Stage 2 investigation will be carried out by a member of the College's Senior Leadership Team.
- 5.2.3 If the investigation establishes that the appeal is not properly based on one of the acceptable grounds set out in Section 2 above, s/he will recommend that the appeal is not upheld.
- 5.2.4 The Head of HE (or their nominee) will notify the student of the decision not to uphold the Appeal, indicating the reasons why.
- 5.2.5 Where the appeal is not upheld this will be communicated by means of a "completion of procedures" letter within 14 calendar days of the decision. This letter will confirm that the academic appeal procedures are complete and that there is no further route of appeal available within Greater Brighton Metropolitan College. It will include a clear explanation of the reason for the decision and advise the student of their right to submit a complaint to the external awarding body or to the Office of the Independent Adjudicator for Higher Education (OIA) and the time limit for doing so. Further advice and support may be obtained from Learner Services and the Students' Union.

- 5.2.6 If the investigating manager establishes that the student does have grounds for appeal then they will consult the relevant staff in the College to agree what action should be taken to correct the matters referred to in the appeal.
- 5.2.7 The College will inform the student in writing of the action to be taken to resolve the appeal.
- 5.2.8 The student is deemed to have accepted this resolution unless s/he rejects it in writing within 10 working days of receiving written confirmation of the decision and indicates her/his intention to appeal to the external Awarding Body or pursue through the OIA.