



## Northampton College Higher Education (HE) Academic Appeals Procedure

### Assessment Appeals

The following procedure is the entitlement of all students and is additional to the College Assessment Policy.

If a situation arises where a learner does not agree with the grading or assessment decision of an Assessor, the following procedure will be followed.

1. The student will discuss the assessment decision with the ASSESSOR making the decision within two weeks of receipt. The learner will be advised that Student Support staff can offer support and provide an advocacy service.

If the matter cannot be resolved at this stage then –

2. The student will complete an Assessment Appeal form<sup>1</sup> and discuss the matter with the INTERNAL VERIFIER and THE ASSESSOR concerned. The Internal Verifier will be responsible for arranging a meeting (within one week following the student's initial discussion with the Assessor).

The INTERNAL VERIFIER must inform the PERSONAL TUTOR/ CURRICULUM MANAGER and Head of HE of the appeal. If the matter cannot be resolved at this stage then –

3. The appeal will be referred to Director of HE, within two weeks following the student's initial discussion with the Assessor).

If the matter cannot be resolved at this stage then –

The matter will be referred the Complaints Panel. Once the panel has made a decision they will issue the student with a 'Completion of Procedures' letter

4. If the matter is still not resolved the student can make contact with the Office of the Independent Adjudicator

#### Note:

- Any work, subject to appeal, will be checked against national standards.
- The College Appeals Procedure does not compromise an Awarding Organisation's procedure, where it applies, and is in addition to it.
- If there is a change in assessment after an appeal, the College will inform the appropriate Awarding Organisation.

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<sup>1</sup> A copy must be sent to the Assistant Principal Teaching, Learning and Quality and the Director of HE at this point.

**ASSESSMENT APPEALS FORM**

Student name:		School:	
Qualification:		Awarding Organisation:	
Unit/Module title:			
Assignment/Assessment title:			

Stage 1	Assessor name:		Date:	
Reason for the appeal (please give as much information as possible)				
Resolved?	Y	N	Assessor signature:	

Stage 2	IQA name:		Date:	
Outcome of discussion (please give as much information as possible*)				
Resolved?	Y	N	IQA signature:	

Stage 3	Director of HE (name):		Date:	
Outcome of appeals review (please give as much information as possible*):				
Resolved?	Y	N	Director of HE signature:	
If the Appeal has not been resolved, the Director of HE will inform the Assistant Principal Teaching, Learning and Quality, in order for a Complaints Panel to be convened.				