



Procedure for Making an Appeal Against a Decision of an Internal Assessment for an External Exam Board

DEADLINES

An appeal must be submitted within 5 working days of receiving your internally assessed marks.

1. What is the point of making an appeal?

(a) Make an appeal if you consider that an injustice has occurred in the assessment of your work. See the section below 'Under what circumstances should I appeal?' for the grounds on which an appeal would be investigated.

(b) A different marker will review the original marking to ensure the marking criteria have been applied correctly. Please note that during this process your marks may increase, decrease, or remain the same. The reviewed marks will be submitted to the Exam Board.

2. Under what circumstances should I appeal?

(a) If there was an administrative error in the management of the assessment.

(b) If there has been a failure to apply the marking criteria to the evidence generated by the candidate when that failure did not involve the exercise of academic judgement.

(c) Unreasonable academic judgement has been exercised by the marker.

3. What can't I appeal against?

(a) A mark or grade which is **not** the final mark being sent to the Exam Board.

(b) That you did not understand or were not aware of the published regulations and procedures for a module, subject, programme, award or classification;

4. Is there a charge for making an appeal?

(a) Yes, there is a fee of £30.00 for each appeal you make.

(b) You must pay the fee at the time that you submit your appeal request.

4. How do I make an appeal?

(a) Complete the **Internal assessment Appeal - Request Form**

(b) You will be informed in writing to your College email of the outcome

5. How long does an Appeal take to resolve?

(a) An appeal can normally be concluded within 10 working days depending on how complicated the issues are and the availability of relevant members of staff.

(b) You will be informed if your appeal is delayed for any reason.

6. Could my grades be lowered because I make an Appeal?

(a) Yes - any change to grades or marks will be submitted to the Exam Board as final.