

Appeals Policy

LANCASTER & MORECAMBE COLLEGE

Date: May 2022



Lancaster &
Morecambe
College

Policy name: Appeals policy

Policy Owner:	Iain Parkinson
Date of Review:	24 th May 2022
Date Approved:	N/A
Next Review:	May 2024
Responsibility for Review:	Charlotte Rawes
Policy Review Frequency:	2 years
Applicable to staff:	Yes
Applicable to students:	Yes
Published on website:	No
Published on intranet:	Yes
Notes:	

APPEALS POLICY AND PROCEDURE (ASSESSMENT AND GRADING)

1. POLICY

Students have the right to challenge the assessment decision made by an assessor.

The College has in place an appeals procedure which students can use in the event that they wish to challenge an assessment/grading decision. If a student wishes to exercise their right to challenge an assessment/grade, the following steps must be followed.

2. PROCEDURE

2.1 The appeal against an assessment/grading decision must, in the first instance, be made to the assessor.

2.2 If the matter remains unresolved the following stages will apply:

- a) The work will be assessed by another assessor (*within five working days*)
- b) The matter will be referred to the Programme Area Manager who will meet with the student and the assessor and the Internal Verifier (if appropriate) (*within five working days of 2.2a*)
- c) The Programme Area Manager will refer the matter to the Director for Curriculum and Innovation (*within five working days of 2.2b*)

The College will make every effort to adhere to the above time limits but these may have to be extended should the appropriate people be unavailable.

2.3 Following this stage, if the student is not prepared to accept the final decision, they have the right to take the matter up with the Awarding Body.

APPEALS POLICY FOR HIGHER EDUCATION

1. APPEALS

Applicants who wish to appeal against an admissions decision should access the formal complaints process within 10 working days of the date of the decision.

The applicant should set out the grounds for appeal in reasonable detail and any supporting documentary evidence should be appended.

An appeal cannot be made against the academic judgement of the Course Manager; properly exercised. Appeals on this basis will be ruled invalid.

A request for an appeal against an admissions decision will be valid only if it is based on one or both of the following grounds:

- That there has been a material administrative error at a stage in the admissions process, or that some other material irregularities have occurred;
- That the admissions process was not conducted in accordance with the approved Admissions policy.

The appeal will be considered by the Director of Curriculum and Innovation and the relevant Programme Area Manager.

Please send all appeals to: Director of Curriculum & Innovation, Lancaster & Morecambe College, Morecambe Road, Lancaster LA1 2TY.

The Director of Curriculum and Innovation and the Programme Area Manager will review the written evidence and may seek further information from college staff and / or the applicant as s/he considers appropriate. There will not be entitlement to a hearing in person.

The Director of Curriculum and Innovation and the Programme Area Manager will confirm their decision in writing with the associated reasons, within 15 working days of the receipt of the appeal. The decision will be final.

Escalation of an appeal, if the outcome is deemed unsatisfactory by the applicant, should be to the Awarding Organisation for that qualification and further to the Qualification Regulator.

Where an applicant has already been enrolled at the College, a Completion of Procedures letter will be issued informing him / her about the scheme of the Office of the Independent Adjudicator for Higher Education.

Initial Screening for Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy, Procedure being introduced/renewed.

PART ONE: INITIAL SCREENING

<p>Name of policy/Plan/Procedure being assessed: Appeals policy and procedure (assessment / grading) Is this a new or existing policy/function? Existing <input checked="" type="checkbox"/> New <input type="checkbox"/></p>	<p>Name of manager/group carrying out the assessment: Iain Parkinson</p>
<p>1. In which of the listed areas could the new/amended policy, plan or procedure have an impact? These areas follow the College SES NB: This could be positive as well as negative. (please tick box)</p>	<p><input type="checkbox"/> Gender ✓ <input type="checkbox"/> Race and Ethnicity ✓ <input type="checkbox"/> Disability ✓ <input type="checkbox"/> Sexual Orientation ✓ <input type="checkbox"/> Age ✓ <input type="checkbox"/> Religion/belief ✓ <input type="checkbox"/> Socio-Economic ✓ <input type="checkbox"/> Pregnancy/Maternity ✓ <input type="checkbox"/> Gender Reassignment ✓ <input type="checkbox"/> None expected <input type="checkbox"/> Marriage/Civil Partnership ✓</p>
<p>2. What are the risks of introducing this change to any of the above groups?</p>	<p>Discrimination may be made on assessment decisions against any group. The policy will record any instances of academic appeal in order to monitor. Exam board standards are rigorously maintained at the college</p>
<p>3. What are the expected benefits of introducing this change to any of the above groups?</p>	<p>None</p>
<p>4. Are there any areas or issues that could impact on the safety of staff or learners?</p>	<p>None</p>
<p>5. What evidence do you have for the listed areas.</p>	<p>None</p>
<p>6. Is this policy/plan/procedure deemed to have a of High, Medium or Low risk?</p>	<p>Low</p>
<p>7. Is there any further action to be taken as a result of completing this screening form? For example, a need to complete a full Equality Impact Assessment or to set the date of a review. Monitor appeals</p>	<p>Is a full screening Impact Assessment required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please move to complete Part 2 overleaf Date of review: 2 years</p>
<p>Signed (completing Officer) Iain Parkinson</p>	<p>Date of completion of Impact Assessment:</p>

Job Title: Director of Curriculum and Innovation

24th May 2022

This document should be securely stored with the relevant policy/procedure