



Shetland UHI

Further Education Academic Appeals Procedure 2022-25

Lead Officer (Post):	Principal
Responsible Office/ Department:	SMG
Responsible Committee:	Learning, Teaching and Research Committee
Date policy approved:	28/04/2022
Date policy last reviewed and updated:	n/a
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Date of Equality Impact Assessment:	n/a
Date of Privacy Impact Assessment:	n/a

Accessible versions of this policy are available upon request. Please contact the Governance and Policy Officer on 01463 279000.

1. Overview

- 1.1 This procedure aims to provide a fair, accessible and timely process for students who wish to request a review of an assessment decision, where there are grounds to do so. This procedure should be read in conjunction with the Further Education Academic Appeals Policy.
- 1.2 These procedures apply to students enrolled on courses normally up to and including SCQF Level 6. There are a small number of Scottish Vocational Qualification (SVQ) courses at SCQF Level 7 that are considered as Further Education courses for the purposes of the University of the Highlands and Islands partnership.

- 1.3 As per Section 4.3 of the Further Education Academic Appeals Policy, appeals will normally only be considered on one or more of the following grounds:
- a) That a student's performance in the assessment was adversely affected by illness or other factors. The student must have been unable to, or have a valid reason not to, divulge the information to their lecturer prior to assessment. In the case of a progression board, the information must have been unavailable at the time the determination was made. In these cases, the appeal must be accompanied by documentary evidence to the relevant member of staff.
 - b) Evidence of college academic assessment administrative error or that an assessment was not conducted in accordance with the college's specific assessment policies/procedures.
 - c) That evidence is produced that some other material irregularity has occurred.
- 1.4 As per Section 5.2 of the Further Education Academic Appeals Policy, appeals will not be considered on the following grounds:
- a) Appeals that question the academic judgement of a member of staff.
 - b) Appeals that question the academic judgement of an awarding body.
- 1.5 All assessment decisions are subject to external verification by the relevant awarding body.

2. Academic Appeal Stages

- 2.1 Students receive information about their ability to invoke the appeals process as part of their induction process. As it is likely an informal discussion with the relevant member of staff will represent the informal stage of the process – it is the responsibility of the staff member to highlight to the student at this time the stages of the appeals process.
- 2.2 **Stage 1: Informal Procedure**
- 2.2.1 A student who is dissatisfied with the conduct of an assessment/s should in the first instance discuss the matter with the relevant Lecturer or PAT (Personal Academic Tutor). This should be done within ten working days of receipt of the outcome of the assessment.
- 2.2.2 This initial discussion will not alter the student's right to follow the formal procedure (detailed below) but will represent an early opportunity for ambiguities to be resolved and circumstances taken into account prior to decisions being taken on the assessment.
- 2.2.3 The relevant Lecturer or PAT will ensure that an informal record of the discussion is captured.
- 2.2.4 It is expected that this stage of the process will not take the maximum timeframes specified in the flowchart in Appendix 1.
- 2.3 **Stage 2: Formal Procedure**
- 2.3.1 If the matter is not resolved through the informal procedure, a student who wishes to appeal should do so in writing using the appropriate form (See Appendix 3) setting out the reasons for the appeal within twenty-five working days of receipt of the outcome of the assessment.
- 2.3.2 Documentary evidence should support the grounds on which the appeal is being made. This may include but is not limited to letters from medical professionals,

communications with college staff, details of the process which is thought to have been followed incorrectly. Appeals must be sent to the Senior Lecturer or Section Leader.

2.3.3 The Senior Lecturer or Section Leader shall consider the appeal and respond with the outcome to the student (in writing) within ten working days of the appeal being received.

2.4 **Stage 3: Appeals Panel**

2.4.1 If the student is dissatisfied with the outcome of Stage 2, they may appeal directly to Further Education Academic Appeals Panel. At this stage appeals may only be made on the grounds of administrative irregularity.

2.4.2 The Depute Principal will convene a panel of three members to consider the appeal. The panel members will not have been involved in previous stages of the appeal. The panel shall consider the written evidence, interview appropriate people and recommend either that the appeal be rejected or that the decision at Stage 2 be annulled.

2.4.3 The decision of the Further Education Academic Appeals Panel is final.

2.4.4 The chair of the Further Education Academic Appeals Panel will communicate the appeal outcome to the student (in writing) within thirty working days of the appeal being received.

2.4.5 This stage of the process represents the final stage of the college's own processes.

3. External Right of Appeal

3.1 The awarding bodies have their own appeal procedures. They are usually used once the college appeals procedure has been exhausted. It should be noted that there is usually a fee payable to the awarding body for the use of this service.

3.2 Students and staff should be aware that some Awarding Bodies specify clear timeframes which include the date of the assessment as part of the timing for the receipt of an appeal. Please refer to Appendix 2 for relevant information.

3.3 Students should note that some awarding bodies will not consider appeals of internal assessments. Guidance can be provided to students about options for appeal available to them.

3.4 Students who are undertaking regulated qualifications have an additional stage of appeal open to them. These are:

- a) An appeal to SQA (or other awarding body) once Stages 1 – 3 above have been exhausted.
- b) An appeal to SQA Accreditation or Ofqual if they feel an appeal has not been dealt with appropriately. Students should be aware that an appeal of this nature will not overturn academic decisions; it may investigate the effectiveness of the process concerned.

4. Roles and Responsibilities

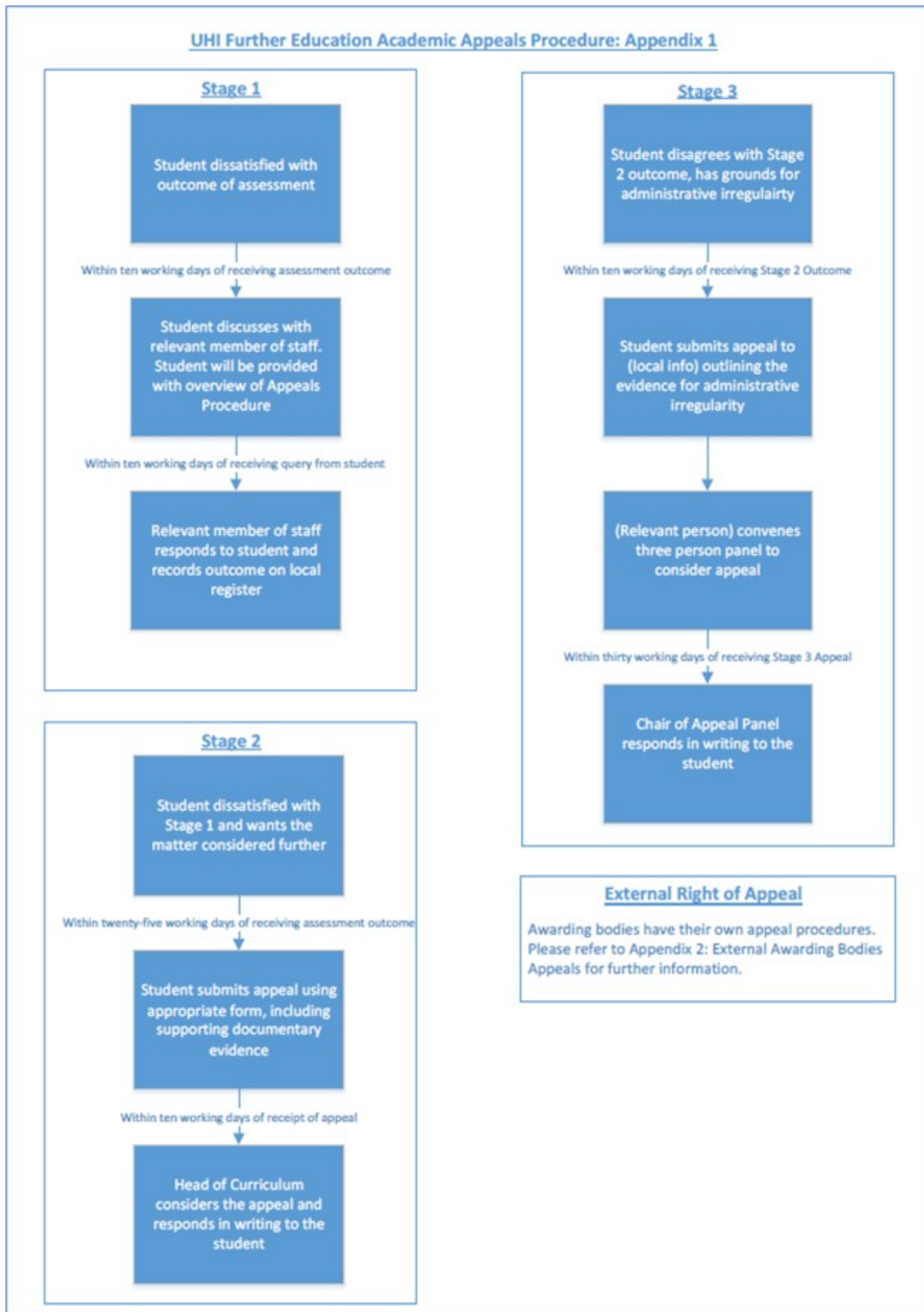
4.1 Student – a student is responsible for adhering to the relevant conditions of assessment including submission deadline and fulfilling the parameters of the assessment brief. A student is responsible for ensuring they make full use of the support processes available to them at

the time of assessment if there is a need to do so. When submitting an appeal ensuring they meet the required deadline

- 4.2 Assessor – where a student raises an informal query regarding their assessment the assessor is obliged to refer the assessment decision to the internal verifier for moderation. The assessor is responsible for informing the student's PAT of all informal assessment appeals they receive.
- 4.3 Internal Verifier – where a student raises an informal query through their assessor or PAT, the internal verifier will review the information objectively and communicate the outcome to the assessor or PAT.
- 4.4 Personal Academic Tutor (PAT) is responsible for logging all informal academic assessment appeal requests. Where a student has previously discussed their informal appeal with their assessor, or comes direct to the PAT, the PAT is responsible for providing advice and guidance to the student on their assessment query. Where the PAT feels the student has a case to be answered that can be informally resolved, the PAT will refer the assessment decision to the assessor and the relevant internal verifier for moderation.
- 4.5 Senior Lecturer or Section Leader is responsible for investigating a formal assessment appeal at Stage 2 and ensuring that the student concerned and all relevant staff have been notified of the outcome of the appeal.
- 4.6 The centre will supply evidence of appeals heard to the relevant awarding body if this represents part of their quality assurance criteria and if requested to do so.

5. Record Retention

- 5.1 Please refer to the University of the Highlands and Islands Records Retention Schedule for further information.



Further Education Academic Appeal Procedures - Appendix 2: External Awarding Bodies Appeals

The table below contains the details of qualifications used by Shetland UHI and the links to the relevant external appeal process.

Awarding Body	Link

Appendix 3**Further Education Academic Appeal Form**

- This form should be submitted in line with the timelines set out in stage two or stage three (whichever is relevant) of the FE Academic Appeals Procedure
- Please include any supporting documentary evidence appropriate to the academic appeal.
- Stage two appeals should be submitted to the Senior Lecturer or Section Leader
- Stage three appeals should be submitted to Depute Principal or to the Academic Quality Manager

Your Contact Details

Name:										
Student Number:										
Programme of study/Course:										
Contact address:										
*Email address:										
Contact telephone no:										

*Please note that, where possible, email communication will be used to correspond with you during the appeals process.

1. I wish to appeal against the following academic decision:

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2. I base my appeal on the following grounds:

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3. I have suffered the following disadvantage as a consequence of the academic decision indicated in Section 1 above: (if this applies to you)

4. I am submitting the documentary evidence listed below to support my appeal:

(where appropriate include any additional Statement of Appeal and any evidence of medical or personal circumstances)

Signed:

Date: