

# UHI | SHETLAND

UHI Shetland, UHI

## Further Education Academic Appeals Procedure

QA 002 PR UHI SP

Lead Officer (Post):	Principal
Responsible Office/ Department:	SMT
Responsible Committee:	Quality Improvement Committee

Accessible versions of this policy are available upon request.

## Overview

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.

This procedure applies 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 UHI Partnership.

This procedure will be shared with all candidates at induction and on the student Brightspace area. Students will also be reminded of their right to appeal prior to assessment activities.

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:

1. 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 Head of Section/Depute Principal.
2. Evidence of college academic assessment administrative error or that an assessment was not conducted in accordance with the college's specific assessment policies/procedures.
3. That evidence is produced that some other material irregularity has occurred.

As per Section 5.2 of the Further Education Academic Appeals Policy, appeals will not be considered on the following grounds:

1. Appeals that question the academic judgement of a member of staff.
2. Appeals that question the academic judgement of an awarding body.

All assessment decisions are subject to external verification by the relevant Awarding Body.

## Academic Appeal Stages

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.

## Stage 1 – Informal Procedure

- a. 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 assessor. This should be done within ten working days of receipt of the outcome of the assessment.
- b. 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.
- c. The member of staff will ensure that an informal record is communicated to the Personal Academic Tutor (PAT).

It is expected that this stage of the process will not take the maximum timeframes specified in the flowchart in Appendix 1.

## Stage 2 – Formal Procedure

- a. If the matter is not resolved through the informal procedure, a student who wishes to appeal should do so in writing using the Further Education Academic Appeal Form QF 12 (available from your PAT) setting out the reasons for the appeal within 25 working days of receipt of the outcome of the assessment. 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, the process which is thought to have been followed incorrectly. Appeals must be sent to the Head of Section.
- b. The Head of Section shall consider the appeal and respond with the outcome to the student (in writing) within ten working days of the appeal being received.

## Stage 3 – Appeals Panel

- a. If the student is dissatisfied with the outcome of Stage 2, s/he may appeal directly to Depute Principal. At this stage appeals may only be made on the grounds of administrative irregularity.
- b. 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.
- c. The decision of the Academic Appeals Panel is final.
- d. The Chair of the Academic Appeals Panel (normally the Depute Principal) will communicate the appeal outcome to the student (in writing) within 30 working days of the appeal being received.
- e. This stage of the process represents the final stage of the college's own processes.

## External Right of Appeal

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.

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.

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.

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

1. An appeal to SQA (or other awarding body) once Stages 1 – 3 above have been exhausted.
2. 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.

## Responsibilities

- 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.
- 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.
- 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 PAT and the assessor.
- Personal Academic Tutor (PAT) - 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.

- Head of Section - 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.
- Panel members for an appeals panel will be drawn from the management team of UHI Shetland.
- 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.

## Record Retention

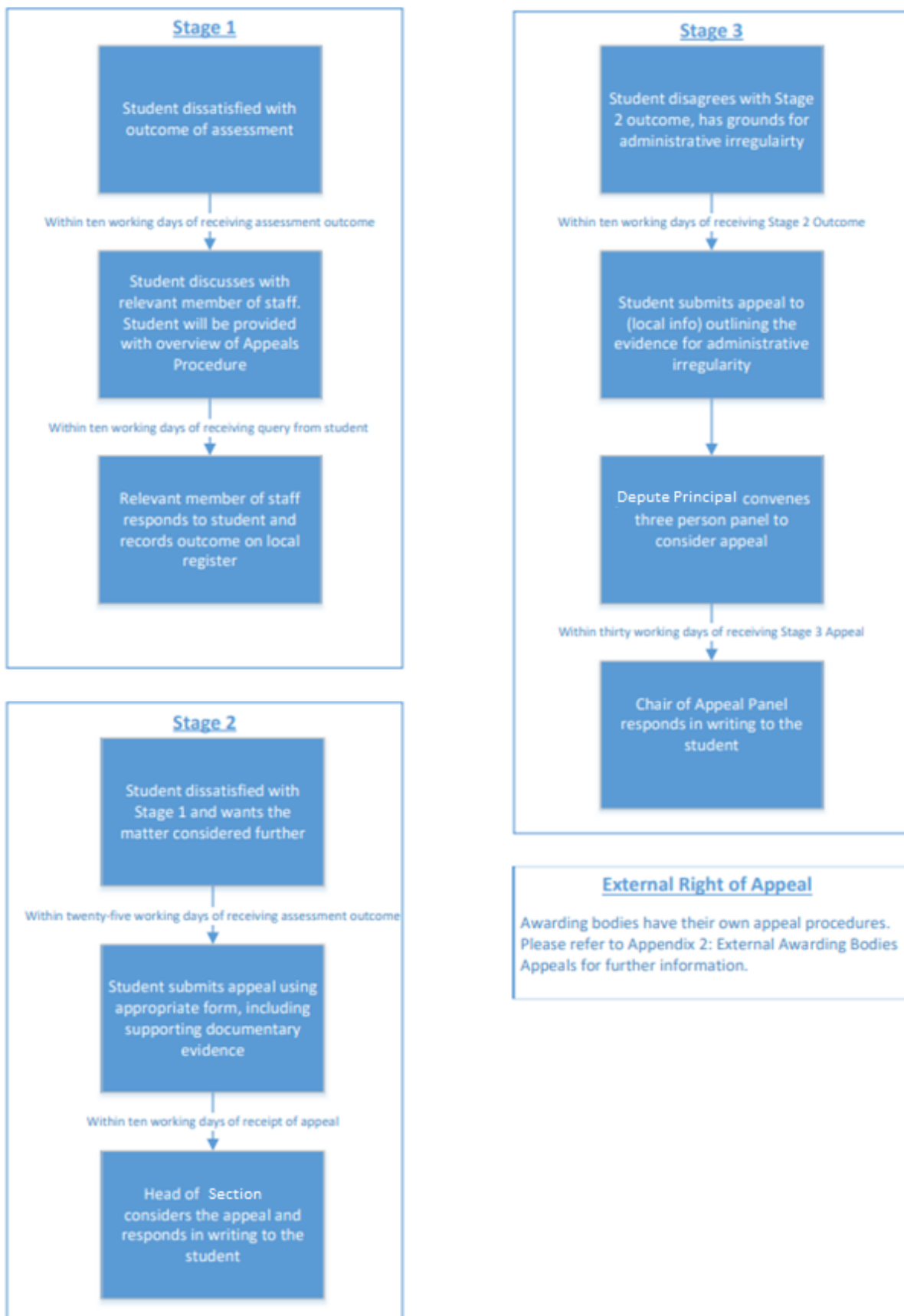
Details of all appeals must be retained for review by awarding body quality assurance staff. Please refer to the University of the Highlands and Islands Records Retention Schedule for further information.

### 1. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0	01/08/2021	Quality Improvement Committee		Quality Consultant
1	June 2023	Academic Board and Quality Improvement Committee	Branding Role titles	DP
2				

3				
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**UHI Further Education Academic Appeals Procedure: Appendix 1**



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

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

<b>Awarding Body</b>	<b>Link</b>
SQA	<a href="https://www.sqa.org.uk/sqa/97477.html">https://www.sqa.org.uk/sqa/97477.html</a>
EAL	<a href="https://eal.org.uk/support/document-library/centre-support/policies-and-important-documents/38-appeals-policy-july-2018/file">https://eal.org.uk/support/document-library/centre-support/policies-and-important-documents/38-appeals-policy-july-2018/file</a>
MCA	<a href="https://www.sqa-mcaexams.org.uk/MCA/Candidates/Examination-Appeals-Procedures">https://www.sqa-mcaexams.org.uk/MCA/Candidates/Examination-Appeals-Procedures</a>