

Vocational Student Appeals Procedure			
Current Status:	Operational	Last Review:	August 2025
Policy Owner:	Group Quality Compliance Manager	Next Review:	August 2026
Roles Responsible for Review:		Originated:	September 2021
Approved by:	SET Curriculum	Committee:	
Type of Policy:	Staff / Students / External	Quality Assured by:	Policy Team

1. Introduction

1.1. This policy applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:

- Abbeygate Sixth Form College
- Chalk Hill Academy
- Duke of Lancaster School
- Exning Primary School
- Stanton Primary School
- One Sixth Form College
- Priory School
- Stone Lodge Academy
- Sunrise Academy
- West Suffolk College (including all PPL centres)

1.2. These procedures are designed to provide an opportunity for students to appeal against the outcomes of assessment for the qualifications for which they are enrolled with the College and registered on vocational courses. Complaints about members of teaching staff which do not relate directly to assessment decisions and judgements should be addressed using the Complaints Policy.

2. Definitions

2.1. Academic Judgement:

2.1.1. The result of assessment **solely by one** assessor or examiner of academic or professional expertise, in determining the quality of a student's performance in any part of the assessment

2.2. Academic Decision:

2.2.1. The result of assessment by **more than one** assessor or examiner of academic or professional expertise, in determining the quality of a student's

performance in any part of the assessment process; usually this would mean that the individual assessment (coursework or examination script) in question had been reviewed by an internal verifier or second marked by another assessor or examiner

3. Grounds for appeal

- 3.1. These procedures apply specifically to those students who undertake an examination or assessment that is within the control of the College. Where the assessment is set and assessed by the awarding body, the College will be able to advise students how an appeal to the awarding body can be made.
- 3.2. Students can only appeal against an academic decision on the following grounds:
 - a) if there is evidence that there has been an internal administrative error, or that the assessment was not conducted in accordance with the regulations of the College or the awarding body, or that some other material irregularity relevant to the assessment has occurred; disagreement with the academic decision of assessors or examiners is not in itself grounds for appeal.
 - b) Additionally, students may appeal against an academic judgement on the grounds that:
 - c) the assessment criteria relating to the specific assessment were incorrectly applied in awarding a grade or mark

4. Procedures for making an appeal

4.1. Initial Stages

- 4.1.1. If a student believes that they have a justified grievance related to an assessment judgement or decision, the matter should be discussed informally with the assessor or examiner concerned in the first instance.
- 4.1.2. If the matter cannot be resolved at this stage, a meeting should be arranged with the Head of Subject/School. If there is still no resolution the student should lodge a formal written appeal providing the evidence listed in the relevant sections below within five working days of the meeting and submit this to the Group Quality Compliance Manager.
- 4.1.3. If a student is unable to raise a concern a responsible adult can raise one on their behalf as an advocate.

4.2. Appeals against academic decision on the grounds of administrative error or irregularity (Ground B)

- 4.2.1. The student should provide details of the alleged error or irregularity with any other evidence that they possess. An Appeals Panel will consider this evidence (see below).

4.3. Appeals against academic judgement on the grounds of incorrect application of grading criteria (Ground C)

4.3.1. This only applies if the assessment in question has been assessed by a single assessor and has not been directly verified. The student should provide the Internal Verifier with a written description detailing how the grading criteria have been incorrectly applied. The internal verifier will review the assessment concerned and will reach an academic decision with the assessor. This mark or grade will stand unless the student subsequently appeals against the academic decision on grounds A or B.

5. Appeals Review

5.1. The Group Quality Compliance Manager will arrange for a review to of all provided evidence to take place within ten working days of receiving the appeal. The review will be undertaken by:

- The Group Quality Compliance Manager (Chair)
- A Personal Progress Tutor
- A Head of Faculty/Head of Subject/School from any curriculum area not identified in the appeal.

5.2. The following should be made available to the Appeals Panel at least two working days before the meeting:

- The written appeal and supporting documentation from the student or their advocate
- Complete results for the cohort of the assessment in question
- Copy of the assessment

5.3. At the Appeal Review, the Appeals Panel will:

- Review the appeal by the student/advocate
- Have representation from the curriculum team concerned
- Request the attendance of any other party who may be relevant to the case
- Inform the student and the curriculum team of the appeal decision within two working days of the appeal hearing

5.4. The decision of the Appeals Panel is final for all judgements made within the jurisdiction of the College.

5.5. If after all internal procedures have been followed on an appeal, the candidate may appeal directly to the awarding body.

5.6. A record of all appeals will be kept for a period of two years.

Revision History – Vocational Student Appeals Procedure

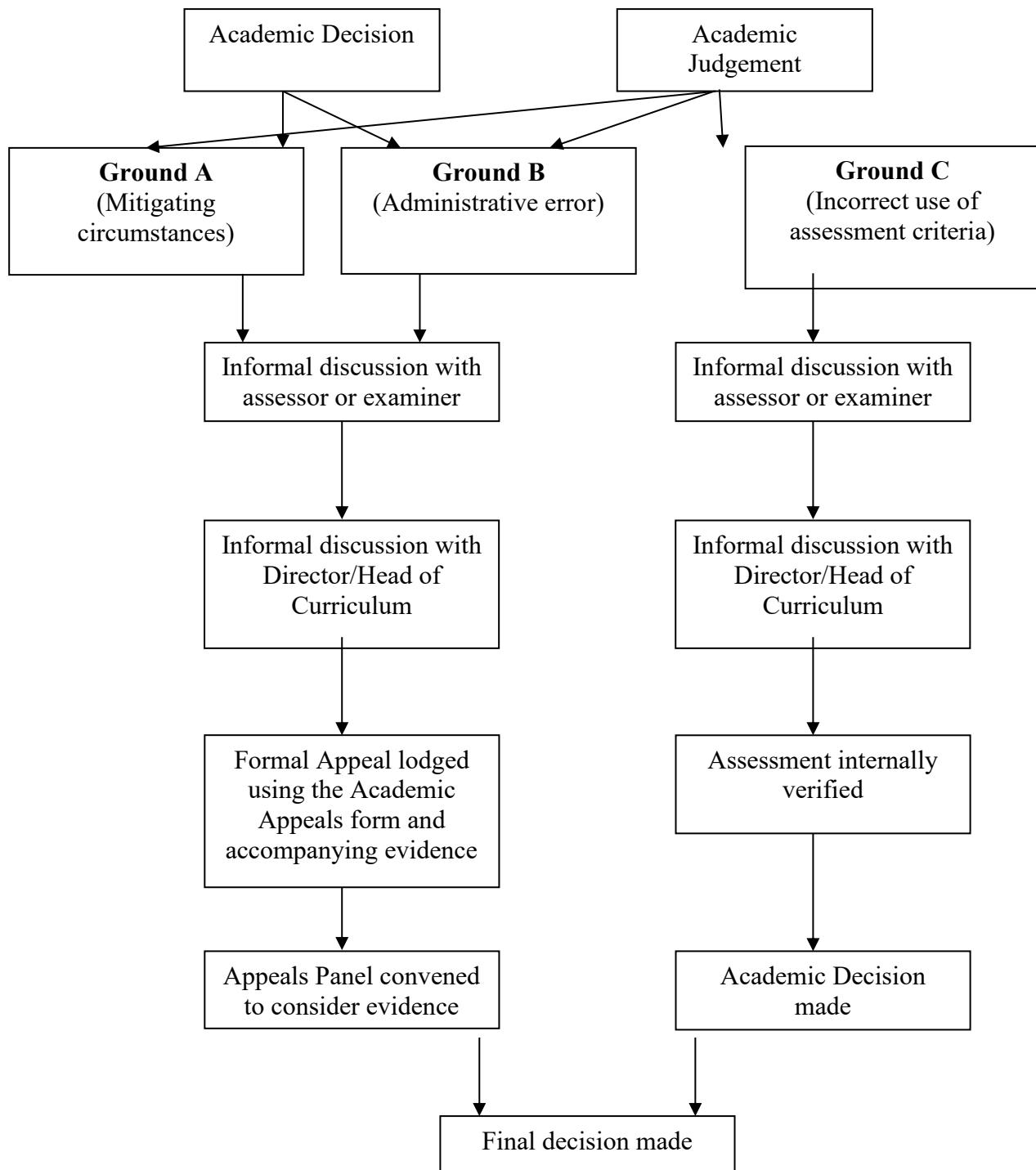
Vocational Student Appeals Procedure



Revision date	Reason for revision	Section number	Changes made
September 2020	Annual Review	rubric	Review dates
		1.1	Change of wording to vocational courses
		3.1, 3.2 b), 5.5	Change of wording to Awarding Body
September 2021	Annual Review	rubric	Review dates
		4.1.2	Change of titles to match the new structure
		4.1.3	Section added to make the policy more accessible to those with SEND, allowing for an advocate.
		5.1	Change from an appeals panel to a paper-based review to make this more accessible and less intimidating for students. Change to the make-up of the panel to match the new structure
		5.2	Additional wording to allow advocates
		5.3	Changes to reflect the change from a panel to a more paper review
		5.6	Moved wording regarding record keeping from 5.3
September 2022	Annual Review	rubric	Review dates
August 2025	Annual Review	1.1	Policy merger to EEG version
	Annual Review	3.2	Removed section relating to performance affected by illness section
	Annual Review	4.1	Title changes to Head of Subject/School. Now reporting to Group Quality Compliance Manager.
	Annual Review	4.2.1	Removed appeals against mitigating circumstances as referenced in other policies.
	Annual Review	5.1	Title changes to Group Quality Compliance Manager

Vocational Student Appeals Procedure

Flowchart outlining procedure



Academic Appeal Form

1. Academic Appeals Procedure

This form is for use by a student wishing to submit an appeal under One Sixth Form College's Academic Appeals Procedure. **Before the form is completed, the Academic Appeals Procedure should be read carefully.** The form must be submitted, with any necessary supporting documentary evidence, in accordance with the provisions of the Academic Appeals Procedure.

2. Personal Information

Full Name:	
Address:	
Postcode:	
Telephone No. (including STD):	
Course Details	
Course/Programme of Study:	
Year of Study:	
Name of Assessor:	

3. The Nature of the Appeal (See Definitions in Academic Appeals Procedure)

a) Is the appeal against?

Tick as appropriate

i	an Academic Judgement	
ii	an Academic Decision	

b) To which Ground is the appeal related?

i	Ground A (mitigating circumstances)	
ii	Ground B (administrative error)	
iii	Ground C (incorrect assessment)	

c) Please describe the Academic Judgement or Academic Decision concerned (including code of unit of study where appropriate).

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d) State grounds for the appeal giving precise details and, where applicable, dates. (Please continue on a separate sheet if necessary)

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d) Please list any additional evidence supplied (doctor's notes etc.)

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4. Declaration

I confirm that I have read the college's Academic Appeals Procedure and that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

Signed:

Date: