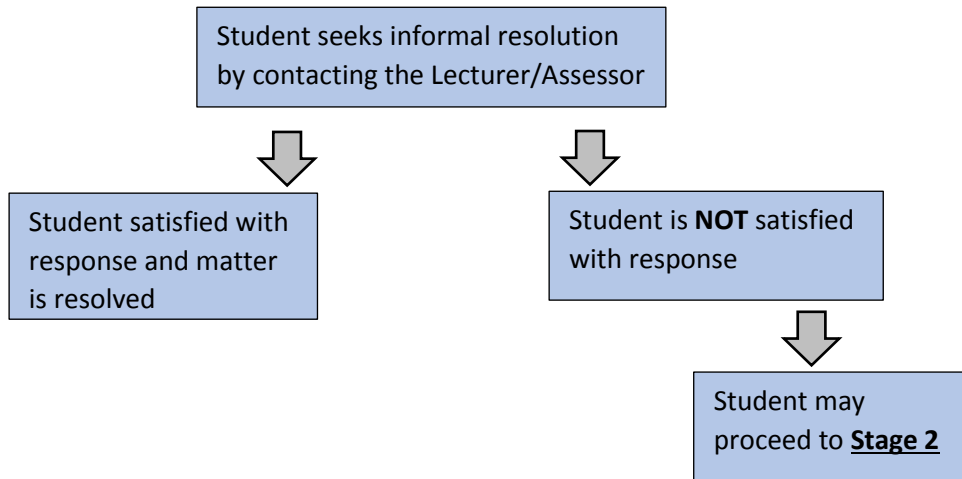


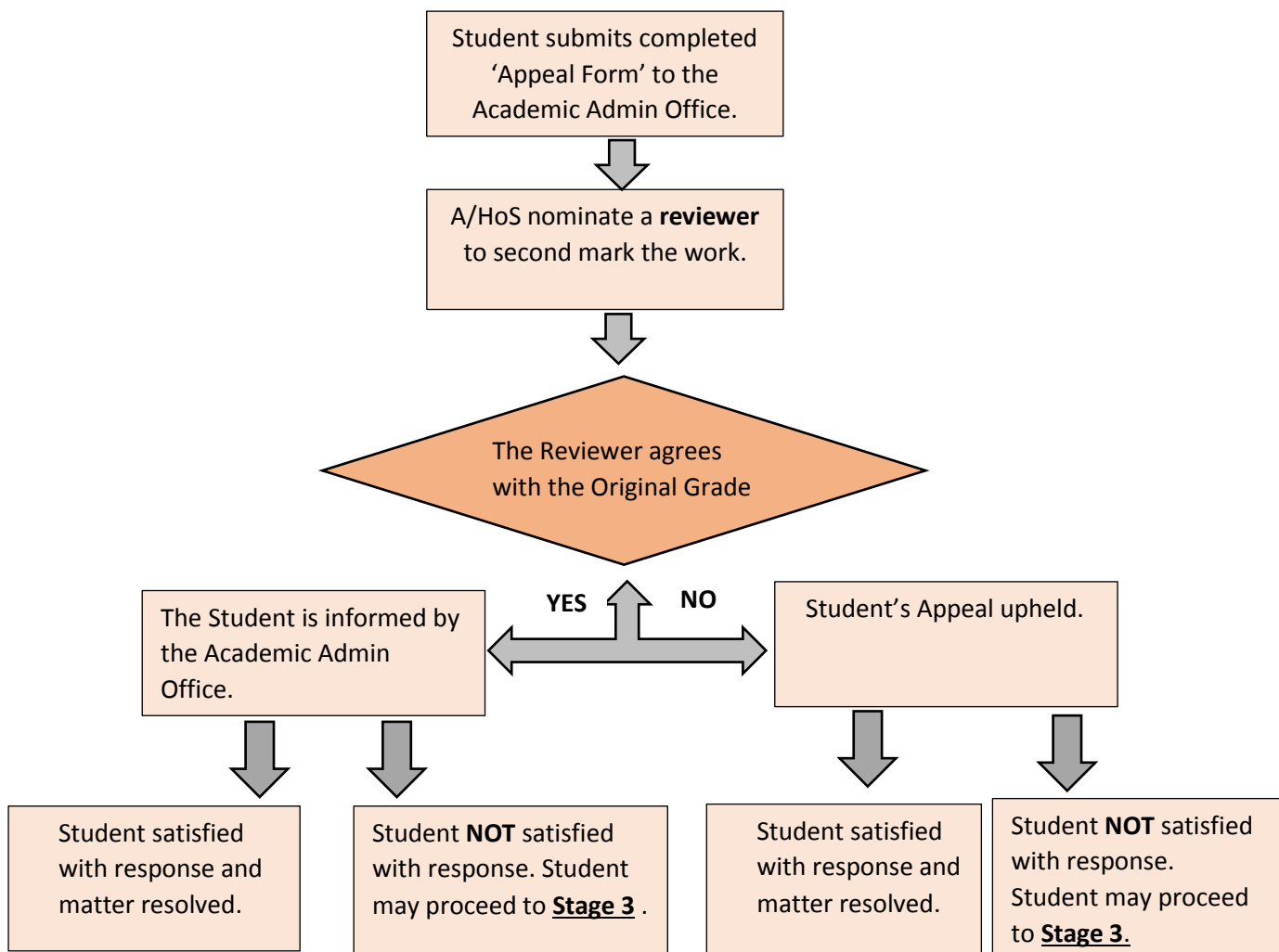


Appeals Procedures Flowchart

Stage 1 – Informal (Early Resolution)

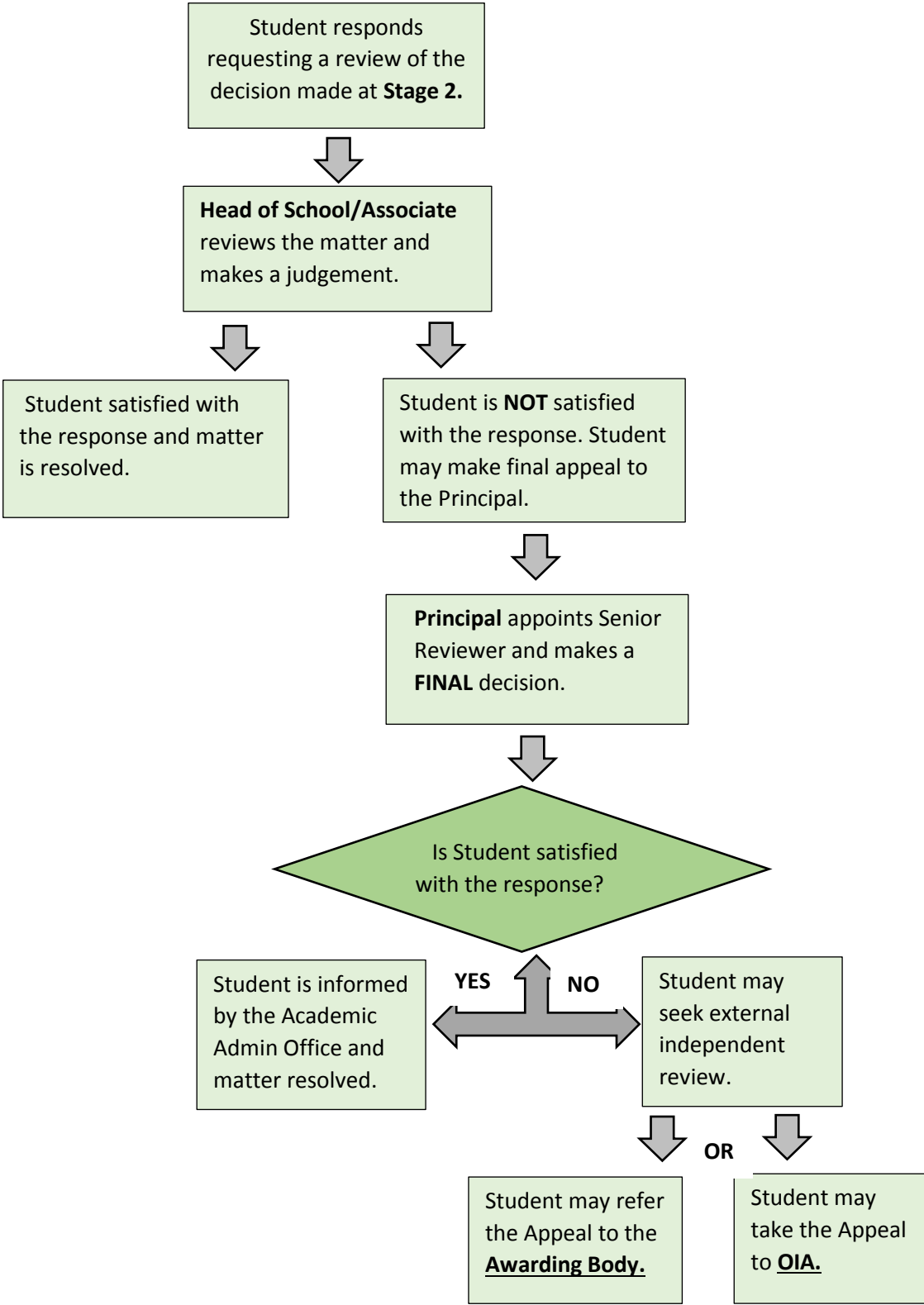


Stage 2 – Formal Appeal





Stage 3 – Formal Appeal



Notes: OIA normally only considers appeals against procedural matters. Please visit OIA website for further information <http://www.oiahe.org.uk/>



Guidance – Procedures

It is the responsibility of the Student to check their Grades on VLE (stpmoodle) following the date released. If a Student wishes to challenge the grade awarded the following Academic Appeal Procedures must be followed:

1. If a Student is appealing s/he must do so within 2 weeks of the result being released on VLE.
2. Initially the Student will meet with the assessor and discuss informally their concerns. If after discussion, the learner is satisfied with the response and agrees with the Grade awarded then no further action is required.
3. If the Student is not satisfied with the Grade given, then the Student can collect an *Academic Appeals Form* from the Academic Administration office. Guidelines on process are available on VLE.
4. The Student completes the form, outlining the reasons why the decision should be reviewed and returns the form to the Academic Administration Office before the 14-days deadline.
5. The Academic Administration Office will refer the form to the relevant Head of School, who then nominates a reviewer to re-evaluate the grade given for the assignment.
6. The Reviewer completes the entire review process within **one week** and returns the completed Appeal Form with justification for decision.
7. If the Reviewer agrees with the first marker, then the Grade stands and the Student is informed by the Academic Administrator.
8. If the Student does not agree with the Reviewer's decision, s/he may appeal to the A/HoS who will make a judgement.
9. If the Reviewer disagrees with the first maker, the Grade is changed. If the Student is satisfied, the appeal is upheld. If the Student is not satisfied s/he may take the appeal to the next stage.
10. If the Student is still not satisfied with the A/HoS decision, then s/he make a final appeal to the Principal, who may delegate a Senior Colleague for further investigation before making a final decision.
11. All academic appeals will normally be resolved within **4 weeks** from submission of the appeals form.
12. Once all the internal Appeal stages have been exhausted, the Student has the right to refer the matter to either the Awarding Body for further review (or) the Office of Independent Adjudicators (OIA) noting that the latter can only consider appeals against procedures adopted.
13. All documents relating to the Appeals should be lodged with the Quality Assurance Office, which will have the responsibility for monitoring decisions and reporting to the Senior Management Team to ensure consistency across the College.