**University of the Highlands and Islands:**

**Further Education Academic Appeals Process**

**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.

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 UHI Partnership.

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 relevant Director.

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**

1. A student who is dissatisfied with the conduct of an assessment/s should in the first instance discuss the matter with the Lecturer. 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 Learning Development Worker.

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**

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 (include hyperlink or signpost to the relevant Appendix) setting out the reasons for the appeal within twenty-five 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 appeals.moray@uhi.ac.uk.

b) The appropriate Director 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 Chair of the Learning, Teaching and Quality Committee. At this stage appeals may only be made on the grounds of administrative irregularity.

b) The Chair of the Learning, Teaching and Quality Committee 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 Appeals Panel is final.

d) The Chair of the Appeals Panel) 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**

3.1 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.

3.2 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.

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.

3.3 Learning Development Worker (LDW) 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 LDW, the LDW is responsible for providing advice and guidance to the student on their assessment query. Where the LDW feels the student has a case to be answered that can be informally resolved, the LDW will refer the assessment decision to the assessor and the relevant IV for moderation.

3.4 The Relevant Director 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.

3.5 Panel members will be drawn from the management team of Moray College UHI.

3.6 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.

**Record Retention**

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