



## Pearson Higher Education Programme Academic Appeals Procedure

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## 1.0 Purpose and Scope

Coleg Gwent academic appeals procedure is informed by the Office of the Independent Adjudicator [OIA-HE](#) and [UK Quality Code for Higher Education. Chapter B9 Academic Appeal's and Complaints](#). This procedure applies to all Pearson HNC/Ds delivered at the College.

### 1.1 Purpose

The purpose of this procedure is to allow Coleg Gwent learners on higher education programmes the opportunity to raise concerns about their assessment results and the outcomes of Boards and Panels which make decisions on progression, and awards.

Such concerns are taken very seriously by the College and its awarding organisation.

The procedure is designed to enable a student's concerns to be considered fully and addressed in a timely and appropriate manner.

The academic appeals procedure for Pearson qualifications is available on the College website and is communicated to all HE learners on Pearson qualifications as part of their induction process.

### 1.2 Scope

Robust mechanisms exist at Coleg Gwent to ensure that assessment is fair and appropriate. Assessment is conducted carefully and is subject to internal verification and samples are checked by External Examiners who oversee the assessment process. The academic appeals procedure may be instigated if a student wishes to make an appeal against an assessment decision based upon their academic achievement or progress.

1.2.2 In line with the QAA Quality Code Section B9 Academic Appeals, an academic appeal may be defined as:

*'A request for a review of a decision of an academic body charged with making decisions on student progress, assessment and awards'.*

An academic appeal differs from a complaint and therefore appeals and complaints are considered under different procedures. In line with the QAA Quality Code, a complaint may be defined as:

*'The expression of a specific concern about matters that affect the quality of a student's learning opportunities'.*

For example: a formal expression of dissatisfaction made by either a single student or group of students about the provision of their programme of study, related academic service, department or any service provided by the College and therefore the Appeals Procedure should not be used to raise complaints.

## **2.0 The Right of Appeal**

### **2.1 Our commitment**

Any student who submits an appeal under this procedure will not be disadvantaged for having done so. Appeals will be handled with sensitivity and with due regard to the confidentiality of all parties. Details will only be shared with staff who need to know in order to investigate and respond. The Appeal will be investigated by the Head of HE.

Where an Appeal relates to a decision of the Assessment Board, the reconvened Assessment Board will include a member of curriculum staff independent from the programme area concerned.

### **2.2 Grounds for academic appeal may include:**

- Procedural irregularities in the assessment process;
- Extenuating circumstances that you could not make known to the Higher Education Assessment Board.

Grounds for academic appeal are not normally considered in relation to academic judgement or decisions made on the quality of work.

### **2.3 Other matters of dispute shall be termed “complaint” (see 1.2.2) and are subject to the College Complaints Procedure.**

In the event of justifiable grounds for both appeal and complaint, the Head of HE will confirm the method by which both the appeal and complaint shall be resolved. This shall be determined in consultation with the appellant/complainant.

In the case of handling both complaint and appeal it may be that one procedure is suspended, pending the completion of the other.

## **3.0 Making an Appeal**

### **3.1. Informal Stage**

The informal resolution stage seeks to resolve straightforward concerns swiftly. At any meeting the student has the right to appoint a representative to accompany them.

If your appeal relates to a grade you have received during the year, please contact your Head of School and raise your concerns in the first instance.

If your appeal relates to the decision of a Higher Education Assessment Board please email [Michelle.cooper@coleggwent.ac.uk](mailto:Michelle.cooper@coleggwent.ac.uk) and provide a summary of your grounds for appeal.

The outcome of the informal stage should be one of the following:

1. The student is content not to continue with the appeal.
2. Proceed to formal stage

### 3.2 Formal Stage:

The formal stage may be used where there is a procedural irregularity, perception of bias or extenuating circumstances which could not be made known.

For a formal appeal, the College appeals form must be used which is available on the College website. The form should be submitted to the Head of Higher Education.

Once you have followed the College appeals procedure, if you still feel the need to take further action the next stage is to appeal via the Pearson Vocational Quality Standards team. This is done via the following email address:

[vocationalqualitystandards@pearson.com](mailto:vocationalqualitystandards@pearson.com)

The reasons for this further appeal could include dissatisfaction with the outcome of College's appeal procedure.

The appeal must be made within two weeks of the formal stage outcome letter date.

The appeal will consider whether the College:

- used procedures that were consistent with Pearson requirements
- applied the procedures properly and fairly in arriving at judgements

### 4.0 Further information and deadlines

4.1 For an appeal relating to the academic year 22/23 the College deadline is 17<sup>th</sup> July 2023.

At each stage of an appeal you will be advised of the next stage of appeal or review.

Once you have exhausted the appeals procedure the College will issue a Completion of Procedures letter. This should be provided to you within 21 working days.

Academic Appeals will consider at each stage whether:

- the original decision was procedurally correct;
- the original decision was taken on the basis of the correct information;
- there is new, additional information to be considered;
- there are valid reasons for this information not being presented for consideration previously;
- the appellant has been treated fairly.
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4.2 Once the appeal stage has been completed, you are entitled to ask the Office of the Independent Adjudicator [OIA](#), the independent ombudsman service of last resort, to look at your appeal. All applications to the OIA must be made within twelve months of the date of the Completion of Procedures letter issued by the College to the student.

4.3 The [OIA](#) considers complaints about the outcome of the College's appeals process from people who remain dissatisfied at the conclusion of the College's appeals procedure. The [OIA](#) looks at issues such as whether the College followed its

procedures, whether these procedures were reasonable, and whether the College's final decision was reasonable in all the circumstances.

The College will respond to any [OIA](#) enquiries in line with [OIA](#) timeframes.

The [OIA](#) cannot normally look at appeals:

- where the student has not progressed through all stages of the College's appeals procedures;
- where the appeal refers to matters more than three years old;
- where the Completion of Procedures letter is received outside the twelvemonth time period.

## **5.0 Annual review and publication of academic appeals**

5.1 The academic appeal procedure is approved and reviewed annually by the College Management Team. As part of this review a report on appeals is received by the HE Steering Group, the aim being to ensure the academic appeal procedure continues to meet developments in the HE environment and positively contributes to and complements other quality assurance systems informing, where relevant, any improvements required to enhance the student experience.

5.2 The HE Student representatives are invited to attend the annual review and contribute to any decision making in relation to changes to the procedure.

5.3 Anonymised appeals summary reports will be considered by the HE Steering Group, and made available to Governors and to awarding organisation as required.