



The College of  
Animal Welfare

# **Academic Appeals Procedure (FE)**

February 2022

## **Introduction**

This document outlines the College's procedure for dealing with appeals against academic decisions made either internally by College staff or externally by external assessors/examiners appointed by the College. The procedure is designed to facilitate the resolution of disputed decisions in a fair and objective manner in relation to academic performance, achievement or progression

Please read the whole Appeals Procedure which outlines the sequence of events to be followed. It provides details of completion of the necessary forms, time scales you must adhere to, and so on.

If you require any advice or help with any aspect of your appeal, contact your Personal Tutor or a member of the Academic team who will be happy to assist you.

## **Grounds for appeal**

Students may have grounds for appeal against academic decisions relating to performance or progression. If students are not satisfied with the assessor's decision and feedback, they have the right to appeal directly to the assessor who carried out the assessment.

The grounds for appeal may be as follows:

1. The student does not understand why they are not yet competent, due to lack of, or unclear, feedback from the assessor
2. The student believes that they are competent and that the assessor has misjudged them or missed/misinterpreted some vital evidence
3. Request for consideration of extenuating circumstances against the use of an assessment attempt due to a missed deadline or non-submission of assessment material according to the published deadline
4. Appeal against not being permitted to progress to the next stage of the programme e.g. Year 1 to Year 2, Year 2 to Year 3

The appeal must be submitted by the student within 7 days of receipt of the assessment outcome.

The appeal response must be provided by the assessor/examiner within 7 days of receipt of the appeal being raised.

In most cases it is hoped that this informal stage of the process will terminate the appeals procedure.

## **The procedure**

## **Informal Stage**

Initially, a student who disagrees with an academic decision should raise their concerns with the relevant Tutor and/or Assessor. It is part of the duties of the Tutor/Assessor to ensure that any such request for discussion/clarification by a student is dealt with promptly. Formal appeals should only be initiated when the student finds the outcome of discussions with a Tutor and/or Assessor unsatisfactory.

## **Formal Appeal**

### **Stage 1**

Students who wish to escalate their appeal to a formal appeal must do so in writing to the IQA or moderator within 7 days of the feedback provided following the informal stage. The IQAs / Moderator will report back in 7 days.

### **Stage 2**

Students who are not satisfied with the outcome of stage 1 have the right to refer their appeal in writing to the Vice Principal Quality within 7 days of receipt of the outcome.

The Vice Principal Quality will examine the findings and call a meeting to report to the student within 7 days.

### **Stage 3**

Students who are not satisfied with the outcome of an internal formal appeal or the decision of the Vice Principal Quality, may wish to submit an appeal to the Awarding Body.

This appeal must be submitted to the awarding body following guidance from the Vice Principal of Veterinary Studies or Vice Principal of Business School in writing within 7 days who will advise on the specific procedure for the relevant awarding body. There must also be evidence that students have exhausted all the internal appeals procedures of the College. The appeal may be rejected or upheld

## **Appeals against External Assessment Decisions**

This procedure provides a mechanism by which students presented for external assessment may appeal against the outcome of external assessment.

On completion of external assessments and the notification of results, Programme Managers/Heads of Vet Studies/Tutors or students themselves may wish to appeal the outcome. Each awarding body has specific procedures to be followed which in turn follow the guidance provided by the Joint Council for Qualifications (JCQ). Therefore, all appeals against external assessment decisions will be processed and managed by the Vice Principal of Veterinary Studies or Vice Principal of Business School.

Policy Updated: February 2022  
Next review due: February 2023

## Appeals procedure Overview

### Informal Stage

Student not satisfied with any aspect of assessment



Contact/discuss with assessor/tutor within 7 days



Assessor/tutor to respond to the informal appeal within 7 days

Issue resolved



Issue not resolved



### Formal Stage

Submit a formal appeal to IQA or moderator within 7 days (Form 1)



IQA or moderator will respond within 7 days

Issue resolved



Issue not resolved



Submit a formal appeal to the Vice Principal Quality within 7 days (Form 3)



Vice Principal Quality will meet with student to share findings within 7 days

Issue resolved



If unhappy with outcome, contact Vice Principal of School to discuss submitting an appeal to the awarding body within 7 days



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### Academic Appeals Procedure - Form 1

Name of Student	
Programme	
Unit/Module Tutor	
Centre	
Date of Appeal	
I wish to submit an appeal	
I have discussed this problem with	
Details of the problem:	
Student Signature	



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## Academic Appeals Procedure - Form 2

To	Name of Student
Programme	
Your appeal has been considered by the following IQA /Moderator:	
The following decision has been reached:	
Details of Action to be taken/proposed:	
Name:	
Date:	



### Academic Appeals Procedure – Form 3

Name of Student	
Programme	
Unit/Module Tutor	
Date of Appeal	
I wish to submit an appeal to the College Appeals Board: select from options below	
In my opinion there were serious irregularities in the proceedings of the Appeals Sub Committee	<input type="checkbox"/>
Further information relevant to my appeal has become available which was not considered by the Appeals Sub-Committee	<input type="checkbox"/>
Details of the irregularities or further information Copies of all information relating to stage 1 and stage 2 are included	
Student Signature	

