



Academic Appeals Policy

1.0 Role of the college

As a provider of learning for students, Oxford Knight College is duty bound to provide a means by which students are able to appeal against assessment decisions. The aim of this document is therefore to detail the mechanism by which appeals against assessments can be made.

2.0 Right to Appeal

The Appeals Process is available to all the college students. Students have the right to appeal in the following circumstances:

- Any grade awarded for any piece of work that contributes to the final grade
- Any grade awarded which may affect a student's transfer/progression opportunities between courses or years of courses
- A final year/course grade

3.0 Grounds for Appeal

As part of the quality monitoring of the college courses, students can appeal against any aspect of an assessment decision outlined in 2.0 above. However, it is expected that students would normally appeal against the following:

- That parts of the documented procedures have not been applied and in doing so has disadvantaged the student to a degree which has materially affected the decision/recommendation made, rendering it unsound.
- The lack of opportunity to show examples of competency against the assessment criteria/and or national academic standards.
- That the decision-making body took a **decision which no reasonable person would find comprehensible**. Disagreement with the decision does not make it manifestly unreasonable. To apply this ground, students must provide substantive argumentation as to why no reasonable person could have arrived at the decision that was made.
- The prejudice or bias of an assessor, which can be proven.

4.0 Invalid Grounds for Appeal

The following circumstances will not be considered grounds for appeal:

- Perceived past shortcomings in tuition, supervision or support not previously raised with the college cannot be considered as grounds for appeal. Concerns relating to the quality of teaching or supervision, or other circumstances that relate to the delivery of a program of study before the point of assessment should be raised under the Student Complaints Policy as they arise.
- An Appeal may not be made to question the academic judgment of the Assessment Board. The student's feeling that the result unfairly reflects the merit of their work or their ability is not a ground of appeal.



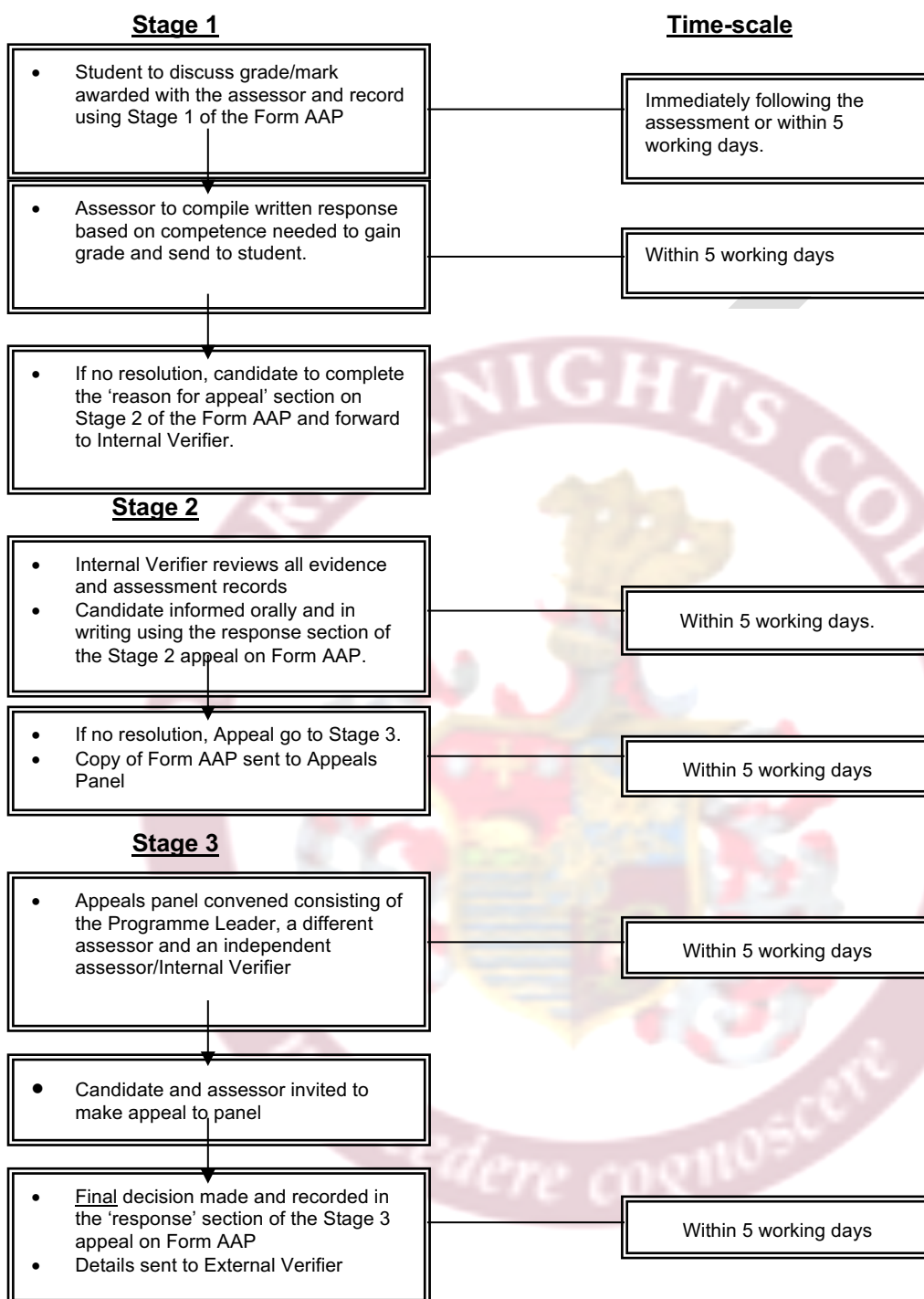
- An Appeal may not be made against the actual mark awarded for a piece of assessed work, which is a matter of academic judgement, except where the case rests on a claim of procedural irregularity.
- Errors in calculating or recording marks on the basis of which the original decision was made cannot be submitted as grounds for appeal, unless these errors have been identified by the student and brought to the attention of the college.

5.0 Submission of Appeals

- Appeals will only be accepted if submitted within one calendar month of the student receiving notification of the decision they wish to appeal against (or publication of results in the case of classification appeals).
- Only written cases made using the Appeal form and presented clearly and comprehensibly, in accordance with the requirements set out in the Appeals Procedure, will be accepted.
- There may be times when a student submits an appeal, the subject of which is actually a complaint, or vice versa. In these cases, the college may decide to reclassify the appeal or complaint, at whatever stage of the procedure that has been reached, and the college will inform the student of this.

6.0 Academic Appeals Procedure

- The procedure for Academic Appeals is shown on the below chart
- The Academic Appeals procedure is split into 3 stages, which represent the process of acceleration, the internal and external personnel and the time scales involved.
- The mechanism for recording the process is by using the relevant AAP form





ACADEMIC APPEAL (AAP) – STAGE 1

Student Name:

Course of Study:

Assessor:

Reason for Appeal:



Response:

Agreed:

Signed Assessor: _____ Signed Student: _____

Date: _____



ACADEMIC APPEAL (APP) – STAGE 2

Reason for Appeal:

Empty box for providing the reason for appeal.

Response:

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Agreed:

Signed Internal Verifier: _____

Signed Student: _____

Signed Assessor: _____

Date: _____



ACADEMIC APPEAL (AAP)– STAGE 3

Response:

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Signed Chair of Appeals Panel: _____

Date: _____