

# FE ACADEMIC APPEALS POLICY 25/27

APPROVED BY SELT ON October 2025

<b>Applies to:</b>	
Harrogate College	x
Keighley College	x
Leeds City College	x
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	x
Luminate Group Services	
University Centre Leeds	x

## CHANGE CONTROL

<b>Version:</b>	6	
<b>Approval route</b>		
<b>Approval committee (ELT, SELT, Board)</b>	<b>Date approved</b>	<b>Version</b>
SELT	23/11/23	5
DELT	31/10/22	4
SELT	23 October 2025	6
<b>Name of author:</b>	Kirsty Lister	
<b>Name of responsible committee:</b>	Quality Directorate	
<b>Related policies: (list)</b>	<ul style="list-style-type: none"> <li>• Internal Quality Assurance Policy</li> <li>• Internal Quality Assurance Procedure</li> <li>• Suspected Malpractice and Plagiarism Policy</li> <li>• Suspected Malpractice and Plagiarism Procedure</li> <li>• Student Assessment Appeals Procedure</li> <li>• Complaints Procedure</li> </ul>	
<b>Equality impact assessment completed</b>	<b>Date:</b>	Oct 25
	<b>Assessment type</b>	
<input checked="" type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Not required		
<b>Environmental Impact Assessment Completed</b>	<b>Date:</b>	Oct 25
	<input checked="" type="checkbox"/> Yes	

	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Not required</b>
<b>Policy will be communicated via:</b>	Staff intranet and via Google Docs to Lead IQAs
<b>Next review date:</b>	October 2027

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## **1. POLICY STATEMENT**

This policy outlines the process through which learners can appeal academic assessment decisions. It ensures a fair, transparent, and consistent approach to resolving academic disputes in line with the principles of equity and equal opportunity.

The policy provides information to learners and staff on the academic appeals procedures. It recognises that learners studying qualifications that are either internally or externally assessed have a right to seek a review of assessment decisions that affect them.

## **2. SCOPE**

This policy applies to all learners studying at:

- Leeds City College
- Keighley College
- Harrogate College

It covers appeals relating to both internally and externally assessed qualifications.

## **3. POLICY AIMS / OBJECTIVES**

- To ensure that academic appeals are dealt with fairly, efficiently, in a timely manner and in accordance with the appeals procedure.
- Enable the learner to inquire, question or appeal an assessment decision.
- To provide clarity to help reach an agreement between learner and assessor in a timely manner.
- To provide a standardised approach to ensure openness and fairness.
- To protect the interests of all learners and the integrity of the qualification

This policy should be used in conjunction with the Appeals Procedure (see Appendices).

## **4. GROUNDS FOR APPEAL**

Learners may submit an academic appeal on one or more of the following grounds:

- That in the assessment or marking, the stipulated assessment procedure was not followed, or,
- Information is, or was, available which could have had a bearing on the assessment or mark, but which was not taken into account by the examining board/assessors or was unreasonably rejected.

## **5. DISTINCTION BETWEEN APPEALS AND COMPLAINTS**

- Appeals may be submitted to request a review of decisions related to a student's academic progress, including the awarding of qualifications.
- All other disputes or concerns raised by students that do not relate to academic decisions will be treated as complaints and handled under the Colleges' Complaints Procedure.
- While this policy refers to individual students, it may also be applied to groups of students where appropriate.

## **6. MEETING THE REQUIREMENTS OF THE POLICY**

To comply with this policy, all Colleges will:

- Inform learners of the Appeals Policy and Procedure during induction.
- Record, track, and validate all appeals.  
Forward appeals to the Awarding Body if the learner remains dissatisfied after completing the internal process.
- Retain appeal records in line with GDPR and Awarding Body requirements.
- Follow the three-stage appeals process.
- Take necessary action to protect other learners and the integrity of qualifications if an appeal outcome affects the validity of results.
- Monitor appeals to support quality improvement.

## **7. APPENDICES**

FE Appeals Procedure 25/27

