

# FE APPEALS POLICY 2024/25

APPROVED BY SELT ON 23 NOVEMBER 2023

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

## CHANGE CONTROL

<b>Version:</b>	5		
<b>Approval route</b>			
<b>Approval committee (ELT, SELT, Board)</b>	<b>Date approved</b>		<b>Version</b>
DELT	31/10/22		4
<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>• Students Assessment Appeals Procedure</li> <li>• Complaints Procedure</li> </ul>		
<b>Equality impact assessment completed</b>	<b>Date:</b>	Oct 23	
	<b>Assessment type</b>		
<b>Environmental Impact Assessment Completed</b>	<input checked="" type="checkbox"/> <b>Full</b> <input type="checkbox"/> <b>Part</b> <input type="checkbox"/> <b>Not required</b>		
	<b>Date:</b>	Oct 23	
<b>Policy will be communicated via:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Not required</b>		
	Staff intranet and via Google Docs to lead IVs		
<b>Next review date:</b>	November 2025		



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## **1. POLICY STATEMENT**

This policy applies to academic appeals made in relation to Leeds City College, Keighley College and Harrogate College and seeks to uphold the principles of fairness, consistency, equity and equal opportunities.

## **2. POLICY AIMS**

- 2.1. Its purpose is to ensure that academic appeals are dealt with fairly, efficiently, in a timely manner and in accordance with the appeals procedure.
- 2.2. This policy will enable the learner to inquire, question or appeal an assessment decision.
- 2.3. It provides clarity to help reach an agreement between learner and assessor in a timely manner.
- 2.4. It provides a standardised approach to ensure openness and fairness.
- 2.5. It aims to protect the interests of all learners and the integrity of the qualification.
- 2.6. This policy should be used in conjunction with the Appeals Procedure.

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

- 3.1. A request to review a decision that has been made in relation to the progress of the appellant on their programme of study, including the award of any qualification as a result of that progress.
- 3.2. Other matters of complaint or dispute involving a student and the colleges will be referred to as complaints and will be considered under the Colleges' Complaints process.
- 3.3. This policy (and the academic regulations that underpin it) refer to an individual student throughout, but can apply to a group of students.

## **4. MEETING THE REQUIREMENTS OF THIS POLICY**

**In order to meet the requirement of this policy:**

- All Colleges will inform the learner at induction of the Appeals Policy and Procedure
- Record, track and validate any appeal
- In the event that the learner considers that a decision continues to disadvantage them after the internal appeals process has been exhausted, it will be forwarded to the Awarding Body (AB)
- Keep appeals records for inspection by the Awarding Body for the required duration and in accordance with General Data Protection Regulation (GDPR)
- Refer to the staged appeals procedure; stage 1, 2 & 3

- Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results
- Monitor appeals to inform quality improvement

[3 -EIA FE Appeals Policy 22/23.docx](#)

[3- EnvIA Appeals Policy 22/23 .docx](#)

### **Appendix 1 - Appeals Flowchart**

[Student Assessment Appeals Procedure - Flowchart](#)