



ACADEMIC APPEALS POLICY AND PROCEDURES

September 2023

Version 1.1

Approved by the Board of Governors

DOCUMENT VERSION HISTORY

Document Record

| | |
|-------------------|---------------------|
| Maintained by: | Registry Department |
| Owned by: | Registry Department |
| Approval Date: | |
| Last Amended: | |
| Last Reviewed: | |
| Next Review Date: | |
| Current Version: | 1.1 |

Version Control

| Version | Change Details | Author | Date | Approved by |
|---------|-------------------|---------------------|-------------------|------------------------|
| 1.1 | Document Creation | Valentina George | September 2023 | The Board of Governors |

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1. INTRODUCTION

- 1.1 The UK Business College (UKBC) is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.
- 1.2 We will endeavour to provide an environment where all pupils feel valued and welcomed.
- 1.3 This policy will contain within it, the procedures that the college will use to manage academic appeals.

2. ACADEMIC APPEALS POLICY AND PROCEDURES

- 2.1 The Academic Appeals Policy provides students with the opportunity to appeal against a formal decision made by a Board of Examiners about a student's progress or the awarding of a qualification, including the consideration of student's claims of mitigating circumstances.
- 2.2 This procedure applies to all students studying on a taught programme of study at UK Business College.
- 2.3 This document describes the institution-wide process for the management of academic appeals for students on taught programmes at UK Business College.
- 2.4 This appeals process operates within the context of the Learning Partnership Agreement with the Awarding Body, Pearson.

3. GROUNDS FOR AN APPEAL

3.1 An appeal may be submitted if the appellant considers that either:

- a marking or moderation (or a review of marking/moderation) error has occurred; or
- the awarding body did not apply its procedures consistently, properly or fairly.

3.2 The Awarding Body accepts appeals in relation to three areas of their work. These are:

- Appeals against results
- Appeals against malpractice decisions
- Appeals against decisions made in respect of access arrangements, reasonable adjustments, and special consideration

In addition, some other administrative decisions, such as cases of missing scripts, may be subject to review by awarding body officers.

4. PROCESSING TIMES FOR APPEALS

4.1 Preliminary appeals will be processed within 42 calendar days of receipt of a valid application

4.2 Pearson aims to resolve a request for an appeal hearing within 70 calendar days of the receipt of a request for an appeal hearing.

5. SUBMITTING AN APPEAL

5.1 Appeals must not be submitted by the Head of Centre until after the outcome of the relevant post-results service has been received.

5.2 Internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the Head of Centre where the candidate was entered or registered. The Head of Centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

5.3 Appeals should be submitted to edexcelappeals@pearson.com using the Application for Appeals (Appendix A).

6. FEES FOR APPEALS

6.1 Fees for appeals are published on the Pearson website.

A fee will apply to the preliminary appeal (£140) and where an appeal progresses to a hearing a separate fee will apply (£180). Where an appeal is upheld at either stage, the fee will not be applied.

APPENDIX A

APPLICATION FOR AN APPEAL

Centre Number

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The details provided on or appended to this form will form the basis of the case being put forward by the appellant.

When completing the details, please pay particular attention to **section 10** of this form, which outlines the grounds for appeal and summarises your reasons for appealing. If you require clarification or assistance, please contact the relevant awarding body.

Please indicate the type of appeal or review being initiated

Post-Results Services

Malpractice

Access arrangements, reasonable adjustments or special consideration

Review of other administrative decisions

If this is an appeal against the outcome of a clerical re-check, a review of marking, a review of moderation or an access arrangement/special consideration decision, please indicate below whether this is an application for a preliminary appeal or an appeal hearing.

Preliminary appeal

Appeal hearing

***Please note that an appellant cannot proceed to an appeal hearing unless they have already initiated a preliminary appeal and this appeal has been completed.**

- 1. Name of appellant:
.....

- 2. Centre name:
.....

- 3. Address
.....

- 4. Telephone number:

- 5. Name and position of person to contact at the centre:
.....

- 6. Email address of contact person:.....

- 7. Examination series:.....

- 8. Title and level of specification:
.....
.....

- 9. Name(s) and candidate number(s) of candidate(s) on whose behalf you are appealing (where applicable).

| Candidate name | Candidate number | Component/unit code |
|----------------|------------------|---------------------|
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(Continue on another sheet if necessary).

10. Grounds for appeal:

Please state the grounds for this appeal, continuing overleaf as necessary, and attach all supporting documentation. If the centre attends a hearing, there will be opportunities for further points to be raised during the hearing, but substantive new evidence should not be introduced on the day of the hearing. It is in the interest of all parties that all grounds for appeal are clearly stated in the application.

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11. Names and positions of people attending an appeal hearing

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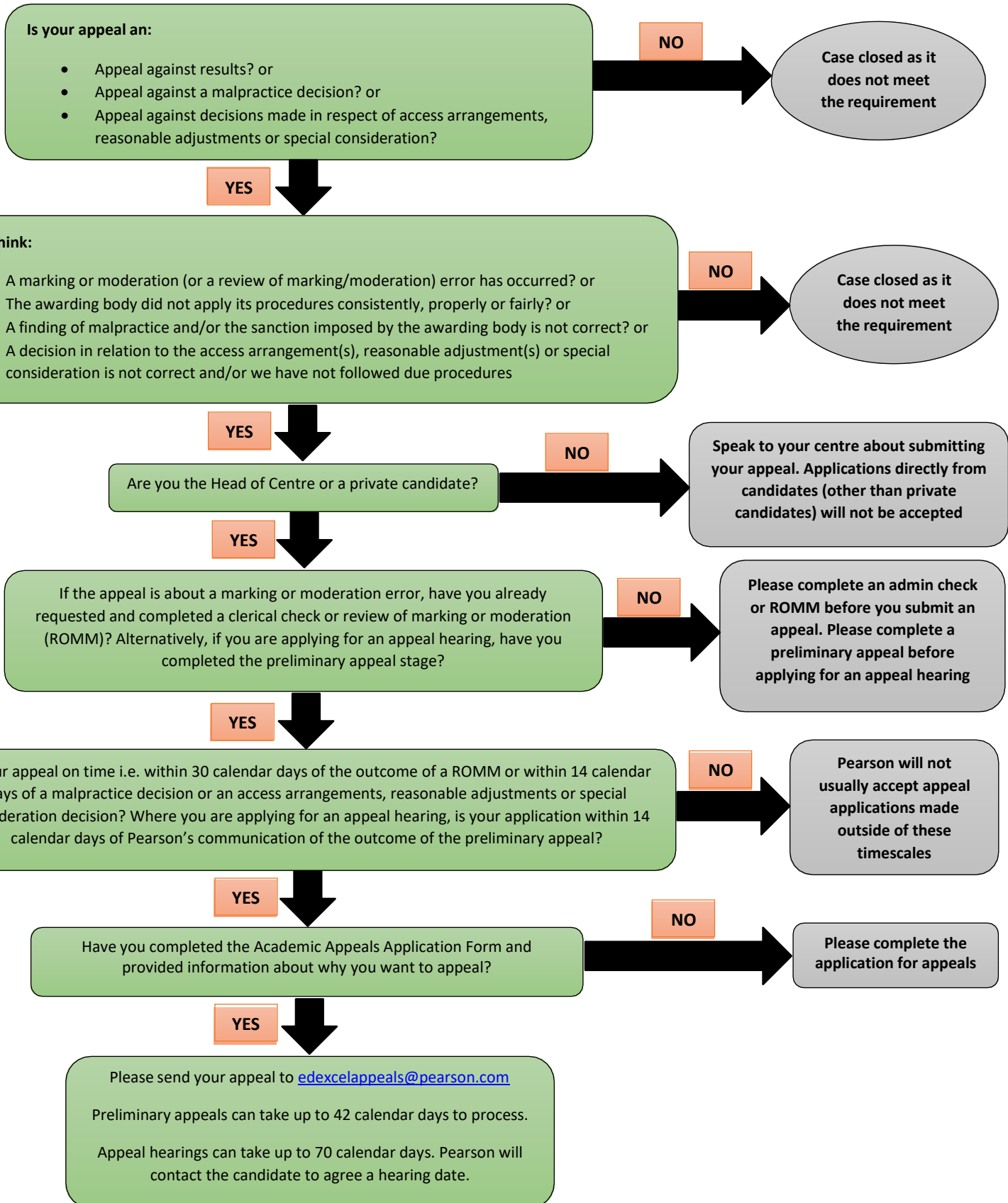
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Signed:..... Date:/...../.....
 (Appellant)

Please return the completed form to the relevant awarding body. If you have not received an acknowledgement within five working days, please contact the awarding body.

APPENDIX B

ACADEMIC APPEALS PROCEDURE FLOWCHART



GLOSSARY

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|------------------|---|
| Appellant | appellant is the head of centre or private candidate who submits the appeal. |
| Marking Error | Marking Error is defined as the awarding of a mark which could not reasonably have been awarded given the evidence generated by the Learner, the criteria against which Learners' performance is differentiated and any procedures of the awarding organisation in relation to marking, including in particular where the awarding of a mark is based on |
| Moderation Error | <p>A Moderation Error is defined as a moderation outcome which could not reasonably have been arrived at given the evidence generated by Learners which was considered for the purpose of Moderation, the centre's marking of that evidence, the criteria against which Learners' performance is differentiated and any procedure of the awarding organisation in relation to moderation, including in particular where the outcome of moderation is based on –</p> <ul style="list-style-type: none"> • an administrative error; • a failure to apply such criteria and procedures to the evidence generated by the Learner(s) where that failure did not involve the exercise of academic judgment; or • an unreasonable exercise of academic judgment'. |