

Newbattle Abbey College Student Appeals Procedure

1. Student Appeals Procedure - Academic Issues

- 1.1 Students have the right of appeal against assessment decisions, which may adversely affect his/her academic achievement, if they feel there are just grounds such as error, inconsistent judgment, misinterpretation or unfairness.
- 1.2 A student may appeal against:
 - The non-award of any unit;
 - The non-award of merit;
 - The non-award of the final qualification.
- 1.3 The appointed Internal Moderator for the Unit(s) in question will be responsible, in the first instance, for investigating an appeal against any assessment decision.
- 1.4 The Internal Moderator will investigate and re-mark the assessment(s), where appropriate, to ensure that the original outcome is valid and reliable.
- 1.5 The Internal Moderator should formally report the outcome of the re-marking of any assessment(s), with comment where appropriate, to both the assessor and the student.
- 1.6 The student will have the right to invoke the College's Student Appeals Procedure if they consider that the review by the Internal Moderator was incomplete or unreasonable.

2. Student Appeals Procedure - Non Academic Issues

- 2.1 Any student who wishes to make a formal appeal against a College decision should submit the appeal in writing within five working days of receiving notification of the decision.
- 2.2 This should be sent to the Principal unless the appeal relates to a decision made by the Principal in which case the letter of appeal should be sent to the Administration Manager.
- 2.3 The letter of appeal should include a statement that clearly states the decision which is being appealed, the basis for the appeal, and the remedy the student is seeking. The letter of appeal may

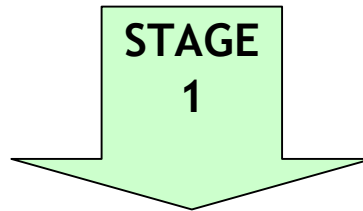
include new evidence to support the appeal for any personal circumstances that the student wishes to be considered.

- 2.4 The College will acknowledge the letter of appeal in writing and confirm that the appeal will normally be considered within ten working days from receipt of the letter.
- 2.5 The letter of appeal will be considered by a nominated appeals panel, normally chaired by the Principal, within ten working days of receiving the letter of appeal. In circumstances whereby ten working days is impractical, this period may be extended where it is reasonable to do so by the appeals panel giving notice of this to the student.
- 2.6 No member of the appeals panel will have had direct involvement in the specific decision being appealed.
- 2.7 The decision of the appeals panel will be confirmed to the student, in writing, within ten working days by the Chair of the appeals panel.
- 2.8 Written record of the appeal will be kept with the students files and an electronic version kept with the college files.
- 2.9 The decision of the appeals panel is final and, subject to point 2.11 below, is not subject to further appeal within the College.
- 2.10 Any student who wishes to appeal against the way an appeal was handled or investigated should follow the Colleges Complaints Procedure which is available from Admin and on the College web site.

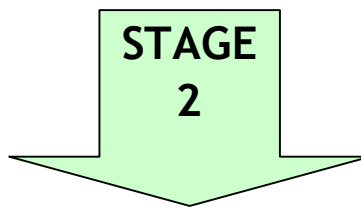
Newbattle Abbey College	POLICY/PROCEDURE
Title: Student Appeals Procedure	File ref: Learning & Teaching/Student Appeals Procedure
Prepared by: NF	No of pages: 4
Approved by: Board	Last Revision date: Sept 2011 by JR/MD
Date created: 2006	Next review date: Sept 2014

Flowchart for Academic Matters

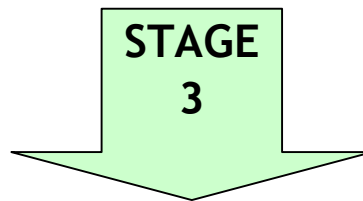
Stage 1- 4



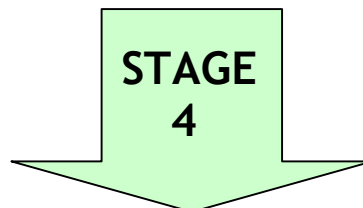
Appeal letter to Curriculum Manager



Internal Moderator informed



Letter from IM to student with IM's final decision.



Letter in writing to student on final decision

IM = Internal Moderator