



KINGSLEY ACADEMIC APPEALS POLICY AND PROCEDURES

SECTION 1: PRINCIPLES

Kingsley is committed to providing high quality teaching, learning and assessment that meet the required academic and awarding body standards. All assessments are carried out according to the principles of openness, validity, reliability, access and transparency. An appeal is a request for a review of a decision on student progression, assessment and awards.

Appeals against a decision of Examination and Assessment Board must be made on at least one of the following grounds:

- Procedural irregularities in the assessment process
- Inadequate assessment, prejudice or bias on the part of the examiners
- You were adversely affected by illness or other relevant factors, of which you were previously unaware, or which for a good reason you were unable to disclose to the examiners in advance.
- There is no right of appeal against the academic judgement of examiners on an assessment outcome or the level of award recommended or granted, when this judgement has been applied according to established procedures.

SECTION 2: SCOPE

2.1 The policy applies to all qualifications, at all levels

2.2 This policy should be read in conjunction with the assessment policy and procedure

SECTION 3: RESPONSIBILITIES

The CEO has overall responsibility for all appeals.

SECTION 4: EQUAL OPPORTUNITIES

This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories of an individual's Protected Characteristics: age, gender, race, religion and belief, sexual orientation and disability. We will continue to monitor

this policy and to ensure that it promotes equal access and does not discriminate against anyone, especially any person's listed under any protected characteristic.

SECTION 5: PROCEDURES

5.1 In most instances, student queries relating to assessment can and should be resolved informally so that the formal appeals procedure is used only in exceptional circumstances.

5.2 If a student has a query about the assessment of his/her work then he/she should raise it immediately with the appropriate tutor/assessor. After reasonable consideration, the tutor will give a response within seven days. Should the student not wish to approach, or be dissatisfied with the response made by the relevant tutor, they may raise the matter with the CEO or Provost who, again after reasonable consideration, will give a response within seven days.

5.3 If the student remains dissatisfied with the outcome of the informal resolution, they can lodge a formal academic appeal to the CEO. On receipt of a written request for an academic appeal the CEO will make independent enquiries and report the decision to the student in writing within ten working days, either to dismiss the appeal or to convene a formal Academic Appeals Panel.

Composition of the Appeals Panel:

- CEO
- A member of the Senior Management Team

- Internal Verifier

5.4 The Panel will meet to consider the appeal within ten working days of the receipt of the written request.

5.5 The student will be informed of the time and place of the Panel meeting, and will be invited to attend together with a parent/guardian/friend, and/or a member of Student Support if requested.

5.6 Relevant reports by the student's personal and subject tutors and all other parties involved in the assessment will be received.

5.7 At the end of the meeting the Panel will reach its decision in private discussion and will notify the student in writing of the Panel's decision.

5.8 If a student has fully exhausted the Kingsley's Academic appeal procedure and remains dissatisfied with the outcome, the student can appeal to external agencies e.g. Qualification awarding body and their decision will be final.

Academic Appeals Procedures: Appeals Form

The completion and submission of this form initiates the formal Kingsley Academic Appeals Procedure.

Before submitting a formal appeal, you should discuss the matter with your personal tutor, programme manager or other appropriate person in the Kingsley to understand better the reason for the result or decision against which you wish to appeal and to seek to resolve the matter informally. If the matter remains unresolved, you may invoke the formal Appeals Procedure.

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