

Student Assessment Appeals Process Chart

A student can only appeal on Exam Board decision if:

- there is evidence of a procedural error; or
- there is evidence of extenuating circumstances not known at the time of the Exam Board; or
- there have been incorrect College decisions in relation to access arrangements and special consideration.

Student work has been:

- assessed and marked internally
- internally verified/moderated
- externally quality assured
- approved at an Exam Board

If unhappy, within **7 working days** of receiving Exam Board decision student:

- completes Appeals Form (LAF)
- collates any supporting evidence
- submits LAF and any evidence to Course Coordinator

Course Coordinator immediately forwards LAF to Curriculum Area Manager **and** Quality Manager

Curriculum Area Manager:

- acknowledges the LAF within 5 working days
- Sets up an Assessment Appeals Panel within 5 working days of sending acknowledgement

Assessment Appeals Panel review LAF and any evidence

Appeal Upheld

Student permitted to complete, take or repeat assessment – **depending on awarding org regulations**

Appeal not Upheld

Exam Board decision will stand

Assessment Appeals Panel Concluded.
Panel Chair communicates decision of the Panel to the student within 5 working days

If unhappy with Panel decision, student may:
Check with the Awarding Organisation directly
and / or
Northern Ireland Public Services Ombudsman
Note:
Students on OU programmes may also contact The Open University