

## Academic Appeals POLICY

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## Academic Appeals POLICY

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### Statement of Policy

Surrey Counselling Training seeks to maintain high standards of teaching and learning, which includes accuracy in awarding grades to all learners in accordance with awarding body guidelines and the criteria for assessment / grading which apply to assignments and other assessments.

Surrey Counselling Training also acknowledges the right of all students to lodge appeals against any academic decision, both in respect of internally and externally assessed work. Surrey Counselling Training acknowledges the need for any appeals to be heard, reviewed and considered fairly and free from any prejudice.

### The Policy aims to:

1. Provide a framework through which all learners can make appeals on academic grounds
2. Set out the rights, duties and responsibilities of the learner and Surrey Counselling Training in regard to appeals against grading decisions
3. Ensure that the procedures for dealing with any academic appeals are fair and free from prejudice

**The Policy applies to:** - all members of staff and all learners studying with Surrey Counselling Training

Non-compliance with this policy may result in learners rights to academic appeals being compromised and can invoke the Disciplinary Student Policy or Staff Disciplinary Policy

### Scope of the Policy:

### Academic appeals may be lodged in the following instances:

1. That in the assessment, grading or marking the stipulated assessment procedure was not followed, or
2. Information is or was available which could have had a bearing on the assessment, grade or make, but which was not taken into account by the examining board / assessors or was unreasonably rejected

### Appeals against marks / grades awarded by External Bodies

1. Where a student is appealing against a grade or as a result an external test / examination and is an approved entry of Surrey Counselling Training, the student must lodge the appeal direct to the Principal. Students will be required to state in writing that they are seeking an appeal.
2. Where an Awarding Body has an appeals procedure covering aspect of internal assessment, the Tutor will inform the student of their rights. The appeals procedure will be explained in the Course Handbook.

## **Appeals against an Internal Assessment of Grading**

All appeals against the internal assessment or grading decision will be subject to the following procedure:

### **Stage 1 – Personal Tutor**

1. The student must lodge notice of an appeal, in writing or by email to his personal tutor within 5 days of receiving the assessment / assignment / examination results, stating the grounds for the appeal. In extenuating circumstances, such as illness, holiday or absence from the country an appeal after this time would be considered.
2. The Personal Tutor will investigate the circumstances of the appeal and reconsider the assessment decision with reference to the assessment criteria and in consultation with the internal verifier
3. The personal Tutor will notify the student in writing of the outcome within 5 days
4. In situations where the student remains dissatisfied with the outcome of Stage 1 s/he may progress the appeal to Stage 2

### **Stage 2 – Principal**

1. The student must appeal in writing or via email to the Principal, Surrey Counselling Training within 5 days of the receipt of the decision from Stage 1
2. The Principal, Surrey Counselling Training will then convene a meeting with the Tutor and the Student in attendance. The student may invite a colleague to attend in support. The meeting will review the evidence for the appeal and the outcome from Stage 1 together with other such reports, records and assessments which may be necessary to reach a decision
3. Following the meeting the student will be notified of the outcome, in writing within 5 working days
4. The Principal's decision is final and there is no further right of appeal beyond this stage.

## **Equality and Diversity**

In considering appeals Surrey Counselling Training will ensure that all learners and staff are treated fairly and without prejudice, and in the light of the Race Relations Act 1976, The Employment Equality (Age) Regulations 2006, Employment Equality (Religion or Belief) Regulations 2003, Equality Act 2006, the Sex Discrimination Act 1975 (and 1986 as amended) and the Disability Discrimination Act 1995, together with associated codes of practice.