



Policy Document

Appeals Policy

Created by: Jamie Read
Next review date: 05/09/2019

Read College Appeals Procedure

Assessments are a necessary way of giving feedback to students and recognising the work that they put into the course. Marks are given under fair and balanced conditions by the subject tutor, and are verified by their Department Head or Faculty Director to ensure the fairness of the marks. For those marks included in BTEC qualifications, they are also verified by an external marker as well.

If you wish to appeal a mark that you have been given you should first of all report to the tutor who has given you the mark, to discuss it with them and find out why the mark has been awarded.

If you still do not understand the mark and feel that it is incorrect, and if the tutor responsible stands by their original decision you may then decide to talk to the Head of Department or Faculty Director who oversees that subject (you can ask your tutor if you are unsure who this is).

Finally, if by this stage you still do not understand why you have been awarded a mark and both the tutor and verifier stand by their original decision, you may decide to meet with the Faculty Director with responsibility for that subject. They will meet with both the tutor and the verifier, and the decision at this stage will be final.

This policy will be reviewed annually.