FE Assessment Appeals Policy

Responsible Senior Manager:	Director of Teaching, Learning & Quality
Effective Date:	September 2026
Related Policies:	FE Assessment FE Assessment Malpractice and Maladministration
Approved By:	Curriculum, Quality & Learning Committee
Next Review Date:	September 2027

HSDC COLLEGE GROUP

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1. Aims

1.1 To enable students to enquire, question or appeal against an assessment decision.

1.2 To attempt to reach agreement between the student and the assessor at the earliest opportunity.

1.3 To standardise and record any appeal in order to ensure openness and fairness.

1.4 To facilitate students' ultimate right of appeal to awarding organisations, where appropriate.

1.5 To protect the interests of all students and the integrity of all qualifications.

1.6 This policy has been designed to ensure common standards across all levels of provision at HSDC College Group, which comprises Alton College, Havant Sixth Form College, South Downs College off-site venues, and sub-contracted provision. Further guidance on actions to take following academic malpractice by learners can be found in Appendix 1 in the FE Assessment Malpractice and Maladministration Policy.

2. Guidelines

In order to do this, the College will:

2.1 Inform students of the FE Assessment Appeals Policy and procedure as part of their programmes of study.

2.2 Record, track and validate any appeal.

2.3 Forward the appeal to the awarding organisation when the College's own appeals procedure has been exhausted.

2.4 Keep appeals records for inspection by awarding organisations for a minimum of 18 months.

2.5 Adhere to a clear, staged appeals procedure (see below).

2.6 Take appropriate action to protect the interests of all students and the integrity of all qualifications where the outcome of the appeals procedure raises the validity of assessment decisions.

2.7 Monitor appeals in order to inform quality improvement.

3. Procedure

Students may appeal against any grade/result given by a lecturer for an assessment. Unless specified otherwise by the appropriate awarding organisation, the following procedure will apply:

3.1 When the result of the assessment is made known to the student, the student should bring the problem to the attention of the lecturer/assessor concerned within 10 working days of receiving the marked work back, who will normally arrange for work/evidence to be reassessed either by him/herself or a colleague, within 5 working days.

3.2 If the student remains dissatisfied, within 5 working days of the result of the reassessment the student should submit a written request for a further impartial assessment by another lecturer/assessor to the relevant Head of Faculty.

3.3 If the Head of Faculty is still unable to arbitrate the matter satisfactorily, the student may, within 10 working days of the result of the latest reassessment, request in writing to the Director of Teaching Learning & Quality the establishment of an Appeals Panel. The Appeals Panel shall consist of subject specialists from the College's staff, the Director of Teaching, Learning and Quality and the relevant Assistant Principal Curriculum. The lecturer/assessor against whose assessment the appeal is being made shall not be a member of the panel. The Appeals Panel will meet within 20 working days of the request for its establishment and the result notified to the learner within 5 working days.

3.4 The decision of the Appeals Panel shall be final unless the awarding organisation concerned requires unresolved disagreements to be referred to that organisation in which case the relevant guidance from the appropriate awarding organisation should be adhered to.

This policy has been designed to ensure common standards across all levels of provision at HSDC College Group and to meet external requirements. For HE refer also to the HE Academic Appeals Procedure available on the College Policies intranet site.

Revisions				
Version Number	**Section Reference**	**Summary of Changes**	**Author**	**Date**
1.1	Section 3	Updated timeline for student Update of responsible staff.	Quality Office	09/2025
1.2	Whole policy 3.3	Update Responsible Senior Manager Update Head of TLQ to Director of TLQ Update HSDC to HSDC College Group as per new branding guidelines. Change from Deputy Principal Curriculum & Quality to relevant Assistant Principal Curriculum	Quality Office	09/2026