Student Assessment Appeals Process Chart



Where there has been **internal assessment**, a grade/mark can only be appealed 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
- approved at an Exam Board



If unhappy, within 10 working days of receiving mark/grade 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



Appeal not Upheld

Final mark/grade 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