



## **Adult College for Rural East Sussex**

### **Academic Appeals Procedure 2020 2021**

Where a student has had their work assessed and has been informed by the assessor that it does not meet the awarding organisation's criteria, they have the opportunity to resubmit within the overall deadlines given for submission of work for the programme.

If there is not time for re-submission before the final assessment date, or if they have still not met the criteria for re-submission, students have the option of requesting that their work be seen by another assessor.

Students should contact the Head of Centre to request this.

The Head of Centre has the responsibility for ensuring that a suitably experienced member of staff reviews the work and that an assessment decision is reached within 14 days of the student's request and the outcome communicated to the student and tutor.

Where the centre and candidate cannot agree, the student can appeal against the outcome of the review, by contacting the Head of Centre within 7 days. The Head of Centre, as part of our Post Results Services procedures, will then review the case, taking into account all relevant factors and will afford candidates a reasonable opportunity to express their view. Following evaluation, the Head of Centre will then reach a final decision. (Please note: As all ACRES' students are deemed internal candidates, Awarding Organisations can only enter into discussion over post results services with centres and so the Head of Centre's decision is final).

In the case of appeals against GCSE, including those awarded for Non-Exam Assessment if this is part of the specification requirement, students must abide by the rules and regulations of the Examining Board concerned. Details on Review of Marking, Access to Scripts and Appeals in these cases can be obtained from the ACRES' Examinations' Officer. Please refer to 'Important Results Information 2020 2021' for further information.

In the case of appeals against Functional Skills qualifications/grading, including those awarded for Non-Exam Assessment (Speaking, Listening and Communication) students must abide by the rules and regulations of the Examining Board concerned. Details on appeals in these cases can be obtained from the ACRES' Examinations' Officer.