

Assessment Appeals Policy

Purpose:

This policy outlines the procedures for appealing assessment decisions within SCL International College. It aims to ensure a fair and transparent process for learners who wish to challenge their assessment outcomes.

General Appeals:

For appeals regarding decisions around attendance or grievances, please refer to our general *Appeals Policy*.

Grounds for Appeal:

At SCL International College, there are two valid grounds on which a learner can appeal an assessment grade or score. The first is a disadvantaged assessment, where a learner feels they were not assessed fairly in comparison to others or there were circumstances beyond their control that adversely affected the assessment result.

The second is an incorrect assessment, where a learner believes that the assessment result does not accurately reflect their performance. A successful appeal under either ground may result in the re-evaluation of the student's mark or an opportunity for the student to resubmit the assessment.

Appeals Process:

The appeal process at SCL International College is structured in four stages to ensure a thorough review of the assessment decision in question.

Stage 1:

Learners must report concerns to their academic tutor/the academic within 7 days of receiving the assessment outcome.

The academic manager will discuss the assessment decision and provided feedback with the student, offering advice, and outlining the appeals process if the student wishes to contest the decision formally.

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Stage 2:

If the student wishes to make a formal appeal, they must then inform the Internal Quality Assurance Coordinator (IQA) in writing within 10 working days of meeting with their course leader, outlining the reasons for their appeal on an *Assessment Appeal Form*.

The IQA will examine the appeal evidence and if approved, arrange for a re-assessment by an individual(s) different from the original assessor(s) or send a recommendation to the Principal that the assessment be resubmitted with accompanying evidence and an agreed deadline.

In the case of the former, learners will receive a report of the re-assessment and the decision made within 20 working days from the receipt of the original request.

Stage 3:

If the learner is still not satisfied with the outcome of the reassessment, learners must appeal to the Principal in writing or verbally within 5 working days of receiving the re-assessment outcome.

A formal meeting will be organised to review the appeal evidence, involving the assessors, academic manager, and IQA.

The Principal will make a final decision within 10 working days of the meeting, notifying the learner in writing.

Stage 4:

If the appeal is not resolved at Stage 3, learners may then appeal to the relevant Awarding Body: for IFP Programmes, the Academic Director at International Foundation Group, and for ATHE, the External Quality Assurance Officer.

The IQA will maintain a record of all written appeals, assessor feedback, and meeting notes, submitting them to the awarding body for a final decision as part of their external appeals policy and procedures.

Awarding Bodies may charge fees for this process, which may be refunded if the decision is in the learner's favour.

Review

These procedures will be reviewed annually to ensure its relevance and to make any necessary updates.

Last Reviewed: May 2023 by Paul Clarke

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