

Appeals Policy

LANCASTER & MORECAMBE COLLEGE

Date: April 2025



Lancaster &
Morecambe
College

Policy name: Appeals policy

Policy Owner:	Head of Performance and Improvement
Date of Review:	April 2025
Date Approved:	April 2025
Next Review:	April 2027
Responsibility for Review:	Vice Principal: Progress and Performance
Policy Review Frequency:	2 years
Applicable to staff:	Yes
Applicable to students:	Yes
Published on website:	Yes
Published on intranet:	Yes
Notes:	

APPEALS POLICY

1. Introduction

Lancaster & Morecambe College in conjunction with a number of Awarding Organisations (AO) is committed to ensuring that all learners receive a fair and just assessment process. Learners have the right to appeal assessment and grading decisions. Staff and learners have the right to appeal investigation decisions that may take place in relation to assessment and grading.

2. Purpose

The purpose of this document is to ensure LMC uphold the integrity of all qualifications offered and assure a fair assessment process for all learners. This policy is in place to enable staff and learners, when necessary to challenge an assessment, grading or investigation decision.

3. Scope

- 3.1 This policy applies to everyone in our college group including all learners, staff and subcontractors and it should be read, understood and adhered to, alongside the policies and procedures listed in Section 4.
- 3.2 The policy also includes Higher Education (HE) learners where the College will also adhere to the policies and procedures of the respective HE Institutes.

4. Related policies

Documents related to this policy are:

- Induction Process
- Initial assessment
- Internal quality assurance policy
- Malpractice and Plagiarism policy

5. Procedure

- 5.1. Appeal against assessment or grading decision. The appeal against an assessment/grading decision must, in the first instance, be made to the assessor.

5.12. If the matter remains unresolved the following stages will apply:

- a) The work will be assessed by another assessor (within five working days)
- b) The matter will be referred to the Programme Area Manager who will meet with the student and the assessor and the Internal Verifier (if appropriate) (within five working days of 5.12a)
- c) The Programme Area Manager will refer the matter to the Head of Performance and Improvement (within five working days of 5.12b)

The College will make every effort to adhere to the above time limits but these may have to be extended should the appropriate people be unavailable.

5.13. Following this stage, if the learner is not prepared to accept the final decision, they have the right to take the matter up with the Awarding Body

5.2. Appeal against malpractice and maladministration investigation decisions

Investigations will be conducted in accordance with specific AO's regulations and procedures. Outcomes of AO investigations will be communicated by the Head of Performance and Improvement. Details of AO appeals processes will be shared at this time.

Applicants who wish to appeal against an investigation decision should do so within 10 working days of the date of the decision.

The applicant should set out the grounds for appeal in reasonable detail and any supporting documentary evidence should be appended.

5.3. Appeals for Higher Education

Applicants who wish to appeal against an admissions decision should access the formal complaints process within 10 working days of the date of the decision.

The applicant should set out the grounds for appeal in reasonable detail and any supporting documentary evidence should be appended.

An appeal cannot be made against the academic judgement of the Course Manager; properly exercised. Appeals on this basis will be ruled invalid.

A request for an appeal against an admissions decision will be valid only if it is based on one or both of the following grounds:

- That there has been a material administrative error at a stage in the admissions process, or that some other material irregularities have occurred;
- That the admissions process was not conducted in accordance with the approved Admissions policy.

The appeal will be considered by the Head of Performance and Improvement and the relevant Programme Area Manager.

Please send all appeals to: Head of Performance and Improvement, Lancaster & Morecambe College, Morecambe Road, Lancaster LA1 2TY.

The Head of Performance and Improvement and the Programme Area Manager will review the written evidence and may seek further information from college staff and / or the applicant as s/he considers appropriate. There will not be entitlement to a hearing in person.

The Head of Performance and Improvement and the Programme Area Manager will confirm their decision in writing with the associated reasons, within 15 working days of the receipt of the appeal. The decision will be final.

Escalation of an appeal, if the outcome is deemed unsatisfactory by the applicant, should be to the Awarding Organisation for that qualification and further to the Qualification Regulator.

Initial Screening for Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy, Procedure being introduced/renewed.

PART ONE: INITIAL SCREENING

Name of policy/Plan/Procedure being assessed: Appeals policy and procedure (assessment / grading) Is this a new or existing policy/function? Existing <input checked="" type="checkbox"/> New <input type="checkbox"/>	Name of manager/group carrying out the assessment: Natalie Ashworth
1. In which of the listed areas could the new/amended policy, plan or procedure have an impact? These areas follow the College SES NB: This could be positive as well as negative.(please tick box)	<input type="checkbox"/> Gender <input checked="" type="checkbox"/> <input type="checkbox"/> Race and Ethnicity <input checked="" type="checkbox"/> <input type="checkbox"/> Disability <input checked="" type="checkbox"/> <input type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> <input type="checkbox"/> Age <input checked="" type="checkbox"/> <input type="checkbox"/> Religion/belief <input checked="" type="checkbox"/> <input type="checkbox"/> Socio-Economic <input checked="" type="checkbox"/> <input type="checkbox"/> Pregnancy/Maternity <input checked="" type="checkbox"/> <input type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> <input type="checkbox"/> None expected <input type="checkbox"/> Marriage/Civil Partnership <input checked="" type="checkbox"/>
2. What are the risks of introducing this change to any of the above groups?	Discrimination may be made on assessment decisions against any group. The policy will record any instances of academic appeal in order to monitor. Exam board standards are rigorously maintained at the college
3. What are the expected benefits of introducing this change to any of the above groups?	None
4. Are there any areas or issues that could impact on the safety of staff or learners?	None
5. What evidence do you have for the listed areas.	None
6. Is this policy/plan/procedure deemed to have a High, Medium or Low risk?	Low
7. Is there any further action to be taken as a result of completing this screening form? <i>For example, a need to complete a full Equality Impact Assessment or to set the date of a review.</i>	Is a full screening Impact Assessment required?
Monitor appeals	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please move to complete Part 2 overleaf Date of review: 9 th April 2025
Signed (completing Officer): Natalie Ashworth Job Title: Performance and Improvement Manager	Date of completion of Impact Assessment: April 2025

This document should be securely stored with the relevant policy/procedure