

Academic Year _____

Student: _____

Course/Programme: _____

Assessor: _____

Internal Verifier/Quality Assurer/Moderator: _____

Unit(s) Assessed: _____

Date of Assessment: _____

Stage 1

Assessment Details

Reason for Appeal *(please include any supporting evidence)*

Student Signature

Date

Assessor/Programme Leader/Course Coordinator/ Exams Officer

Date

Stage 2

Internal Verifier/Quality Assurer/Moderator Comments

Action to be taken

Internal Verifier/Quality Assurer/ Moderator Signature

Date

Stage 3

Appeal Panel / Module Board Decision

Signed on behalf of Appeal Panel / Module Board _____
Date

HNC/HND Course only

Outcome of the assessment board (if applicable)

Signed by Chair of Assessment Board _____
Date

Stage 4 Appeal to the Awarding Organisation

Outcome of meeting with the Principal/Chief Executive of the Organisation and the consultation by the Principal/Chief Executive with the awarding organisation. This decision is final.

Signed by Principal/Chief Executive _____
Date

Appeal to the Academic Board (HE courses only)

Signed by the Chair of the Academic Board _____
Date

Review: Vice Principal Curriculum and Quality arranges specific action

Signed by Vice Principal Curriculum and Quality

Date

Student Declaration

By signing this form, I would like the College to consider my Appeal and I declare that:

I have read and understand the College's Appeals Procedure (BAC-C-07).

I understand that the College will need to gather information about the matters raised in my appeal and that this information may include sensitive personal details which will be processed in accordance with the General Data Protection Regulation (POL-DP-01) and the Student Privacy Notice).

I understand that the College may need to exchange information about my appeal with external organisations such as the Office of the Independent Adjudicator (OIA), or the College's insurers.

If I have disclosed personal data relating to another person(s) within my appeal, I have been given permission by them to do so.

I confirm that what I have written on this form and any enclosures is truthful and relevant to my appeal.

Group Appeals Only: I have been nominated by the group to act as a spokesperson on their behalf and understand that it is my responsibility to represent the views of the group and to act as the key contact in relation to the appeal. I attach authorisation form group members acknowledging their approval for me to act on their behalf.

Student signature

Date