



Academic Appeals Student Guide

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Charity Number: SC0 36198

ACADEMIC APPEALS PROCEDURE – STUDENT GUIDE

1. The College provides an assessment and certification service that is audited both internally and externally to ensure that you receive consistent and fair treatment. You should be aware at all times, when you are being assessed, how you are being assessed, who is carrying out the assessment and what your result is. In many instances you will have the opportunity to retake or remediate the work submitted for assessment.
2. Because we recognise how important your results are to you, if you encounter a problem, e.g. a disagreement over assessment results, over possible exemptions or entitlement to progression within your course, then this Appeals Procedure is available to enable you to put your case forward.
3. Appeals procedures for external assessment conducted at City of Glasgow College are subject to the rules and regulations of the relevant examining or awarding body.
4. In some cases you can appeal direct to the examining or awarding body and your Curriculum Leader will advise you if this is possible. In the case of SQA qualifications, only appeals relating to the internal assessment decision will be accepted and only when the informal and formal stages of the internal appeals procedure have been exhausted.
5. SQA candidates have a further stage of appeal to SQA Accreditation or Ofqual if they feel the centre and/or SQA Awarding Body has not dealt with the appeal appropriately.
6. If a dispute arises over your assessment results you should use the following 3 step process -
 - i. Firstly, talk the matter over with your Lecturer and your Curriculum Leader.

- ii. If you are unhappy with the result of this discussion you should complete the Form **Formal Appeal Stage 1**, **see below**, and return it to appeals@cityofglasgowcollege.ac.uk or write to –

Qualifications Manager
City of Glasgow College
190 Cathedral Street
Glasgow
G4 0RF

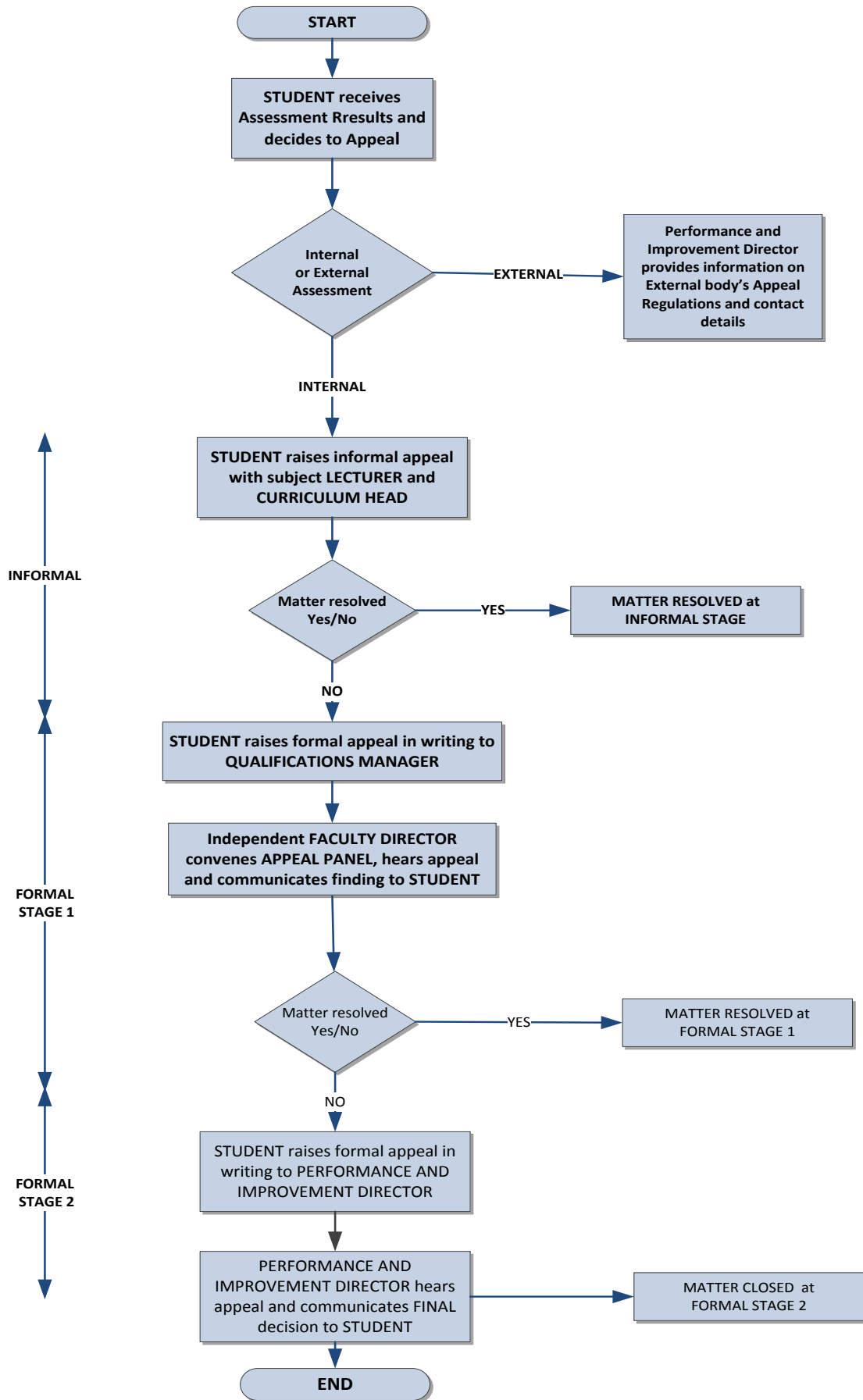
An Appeals Panel will look at your appeal and will contact you.

- iii. If you are still unhappy after the Appeals Panel result you should complete Form **Formal Appeal Stage 2**, **see below**, and return it to appeals@cityofglasgowcollege.ac.uk or write to –

Performance and Improvement Director
City of Glasgow College
190 Cathedral Street
Glasgow
G4 0RF

and your appeal will be examined by the Performance and Improvement Director.

If you need advice or help with any aspect of your appeal, contact your Curriculum Head or a member of the Student Services team who will be happy to assist you.



A1. STUDENT DETAILS				FORMAL APPEAL STAGE 1 FORM		
Name:						
Address:						
Address				Postcode:		
e-mail:		t:		m:		
A2. COURSE DETAILS						
I wish to submit an appeal to the Performance Improvement Director regarding assessment of the following unit-						
Unit:				Assessment received on this date:		
Course:						
Curriculum Leader:						
I have discussed this problem with –						
Lecturer:				Discussed on this date:		
Curriculum Leader:				Discussed on this date:		
A3. APPEAL HEARING						
I wish to exercise my right to appear before the Stage 1 Appeals Panel				Yes/ No?		
I wish to exercise my right to be accompanied by a representative				Yes/No?		
Student Representative Name:						
Student Representative						
A4. SIGNATURE						
Student Signature:				Appeal made on this date:		

B1. BASIS OF APPEAL

Please provide details of the basis of the appeal
(Continue on further numbered sheets if necessary)

**FORMAL APPEAL
STAGE 1 FORM**

Mail this form to - appeals@cityofglasgowcollege.ac.uk
or write to –

Performance Improvement Director
City of Glasgow College
190 Cathedral Street
Glasgow G4 0RF

A1. STUDENT DETAILS				FORMAL APPEAL STAGE 2 FORM		
Name:						
Address:						
Address				Postcode:		
e-mail:		t:		m:		
A2. COURSE DETAILS						
Course:						
Curriculum Leader:						
A3. GROUNDS FOR APPEAL						
I wish to submit an appeal to the Stage 2 Appeals Panel						
<ul style="list-style-type: none"> In my opinion there were serious irregularities in the proceedings of the Stage 1 Appeals Panel considering my appeal. 				Yes/No?		
<ul style="list-style-type: none"> Further information relevant to my appeal has become available which was not considered by the Stage 1 Appeals Panel. 				Yes/No?		
A4. APPEAL HEARING						
I wish to exercise my right to appear before the Stage 2 Appeals Panel				Yes/No?		
I wish to exercise my right to be accompanied by a representative				Yes/No?		
Student Representative Name:						
Student Representative						
A5. SIGNATURE						
Student Signature:				Appeal made on this date:		

B1. BASIS OF APPEAL

**FORMAL APPEAL
STAGE 2 FORM**

Please provide details of irregularities and/or
further information relevant to the appeal
(Continue on further numbered sheets if necessary)

Mail this form to - appeals@cityofglasgowcollege.ac.uk
or write to –

Performance Improvement Director
City of Glasgow College
190 Cathedral Street
Glasgow G4 0RF

Approval Status	Approved						
Approved by	Performance Improvement Director						
Date Approved	March 2017						
EQIA Status	<table border="0"> <tr> <td>Initial Screening Conducted?</td> <td>Yes: <input checked="" type="checkbox"/></td> <td>No: <input type="checkbox"/></td> </tr> <tr> <td>Full EQIA Conducted?</td> <td>Yes: <input type="checkbox"/></td> <td>No: <input checked="" type="checkbox"/></td> </tr> </table>	Initial Screening Conducted?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	Full EQIA Conducted?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
Initial Screening Conducted?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>					
Full EQIA Conducted?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>					
Proposed Review Date	In accordance with the Internal Audit Plan						
Lead Department	Performance						
Lead Officer(s)	Performance Improvement Director						
Board Committee	Learning and Teaching						
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