



Appeals Procedure

- The appeals procedure is an internal procedure designed to give students confidence in the college procedures.
- The appeal committee will consist of: The Principal, the Student Welfare officer and a member of the academic staff who is not on a course team relevant to the student.

Students may have grounds of appeal:

- (a) over the result of an internal college assessment**
- (b) over the timing of an assessment**
- (c) over the procedures, materials, etc available for an assessment**
- (d) over the actual assessment.**

In the first instance the student may wish to discuss the problem with his/her tutor. In the event of there not being a satisfactory solution to the problem at this stage the student shall have the right to take the matter to the appeals committee. In this event, the student shall complete an appeals form (available from reception.) A member of staff –unrelated to the complaint – shall be available, if required, to help in the completion of the form. The appeal itself will normally be heard within 14 days of the complaint being made in writing. Evidence will be taken verbally from the student, the tutor and if appropriate, the course team leader. The result of the appeal shall be given as soon as possible after the hearing. If possible, it will be given verbally at the hearing and confirmed in writing. The appeal details and result will also be kept in the student's file.

Should the student be unhappy with the result of the appeal he/she shall have the right to take the matter to the Lincoln College Director. The student can also take the matter to the external verifier. The college will give the student advice on the matter. Should a student wish to appeal against the result of an external exam or assessment, LC shall give the student sufficient advice to enable him/her to do so consistent with the exam bodies regulations. The above information shall be conveyed to all staff and shall be included in students information given out at the beginning of a course. Staff shall draw the information to student's attention as necessary. Appeal Forms are available from your course tutor or the college office/reception.