

Academic Appeals Student Guide

All assessment will be conducted in a professional manner and strictly in accordance with awarding body requirements. Internal assessment will be carried out in a consistent manner, which is fair and allows you to demonstrate your competence to the best of your ability. If, however you encounter a problem, the Academic Appeals procedure can be used to raise your concerns. You may appeal if:

- There is a dispute over the result of an assessment
- Personal circumstances affected your performance in an assessment
- College procedure did not appear to be followed during your assessment attempt

The appeal process begins with an informal stage where you talk to your Lecturer about your concern. If you are unhappy with the outcome of the informal discussion and wish to raise the matter formally, you should complete an academic appeal form and submit it within 10 working days of receiving the assessment decision to awardingbodycontact@glasgowclyde.ac.uk.

The formal academic appeal procedure has two stages:

Stage 1

Stage 1 involves an Internal Verifier reviewing all available evidence in consultation with relevant staff, to reach a decision on the appeal. The outcome will be to either:

- uphold the original decision; or
- not uphold the original decision (please be aware that for subjects which are graded, your result could also worsen).

You will be notified of the decision within 10 working days of us acknowledging your appeal.

If you believe there were irregularities in the conduct of Stage 1 or that further information has become available that was not considered, you can appeal the outcome of Stage 1 by emailing awardingbodycontact@glasgowclyde.ac.uk within five working days of being notified of the decision.

Stage 2

Stage 2 involves a review of the Stage 1 appeal and any additional evidence, by an Academic Appeal Board. You will be invited to attend a meeting accompanied by a student rep, friend or relative, if required. The outcome will be to either:

- uphold the Stage 1 decision; or
- not uphold the Stage 1 decision.

You will be notified of the outcome within 15 working days of us acknowledging your appeal.

There is no further level of internal appeal beyond Stage 2, but you can contact the relevant awarding body or regulator, where applicable, if you remain dissatisfied. If you intend to contact SQA Accreditation as a result of an unsuccessful appeal, please be aware that they cannot overturn academic decisions, their remit at the final stage is to consider whether due process has been followed by Glasgow Clyde College.