



Lincoln Bishop University

Document Administration

Document Title:	Appeals Policy for Externally Awarded Qualifications (excluding Level 8 qualifications)	
Document Category:	Policy	
Version Number:	2.0	
Status:	APPROVED	
Reason for Development:	To address the process for apprentices/students studying for externally awarded qualifications who wish to submit an appeal.	
Scope:	This procedure applies to staff, apprentices/students and their employers	
Author/Developer:	Deputy Dean: Apprenticeships and Partnerships	
Owner:	Deputy Dean: Apprenticeships and Partnerships	
Assessment: (where relevant)	<u>Assessment Type:</u> Equality Assessment Legal Information Governance Academic Governance	<u>Assessment Status:</u> COMPLETE NOT REQUIRED NOT REQUIRED NOT REQUIRED
Consultation: (where relevant)	<u>Consultation Type:</u> Staff Trade Unions via HR Students via Students' Union Any External Statutory Bodies	<u>Consultation Status:</u> NOT REQUIRED COMPLETE NOT REQUIRED
Authorising Board:	Senate	
Date First Authorised:	13 December 2017	
Reviewed & Effective From:	10 June 2026	
Next Review Due*:	June 2029 – unless required earlier	
Document Location:	University Website	
Document Control:	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University Website.	
Alternative Format:	If you require this document in an alternative format, please contact policy@lincolnbishop.ac.uk	

***Please Note:** This document remains valid until formally revoked or replaced by the University.



APPEALS POLICY FOR EXTERNALLY AWARDED QUALIFICATIONS

VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	13 December 2017	Policy first introduced and approved by Senate
2.0	10 June 2026	Policy review and amended to reflect current practices

APPEALS POLICY FOR EXTERNALLY AWARDED QUALIFICATIONS

1. AIMS AND OBJECTIVES OF THE POLICY

1.1. Aims

Lincoln Bishop University is committed to ensuring that standards of assessment are consistent, valid, reliable, transparent and in line with the requirements of its awarding bodies.

1.2. Objectives

- 1.2.1. to ensure all apprentice/student assessment decisions are open and transparent; and
- 1.2.2. to ensure all apprentices/students have the right to appropriate redress.

2. RANGE AND SCOPE OF THE POLICY

- 2.1. The policy covers all apprenticeships and courses offered through the University that include a qualification awarded by an external body. The policy does not cover the apprenticeship assessment within an integrated degree apprenticeship. This is covered by the Lincoln Bishop University Code of Practice for Academic Appeals.

3. GROUNDS FOR APPEAL

- 3.1. An apprentice/student would have grounds for appeal against an assessment decision in the following situations:
 - 3.1.1. the work is not assessed according to the set criteria;
 - 3.1.2. the conduct of the assessment did not conform to the published requirements of the awarding body;
 - 3.1.3. valid, agreed, extenuating circumstances were not taken into account at the time of assessment, which the University was aware of prior to the submission deadline;
 - 3.1.4. agreed deadlines were not observed by staff;
 - 3.1.5. the current assessment plan was not adhered to;
 - 3.1.6. the decision to reject the coursework did not align to Lincoln Bishop University's Code of Practice for Academic Misconduct.

APPEALS POLICY FOR EXTERNALLY AWARDED QUALIFICATIONS

4. APPEALS PROCEDURE

- 4.1. If, after informal discussion with the Assessor for the apprenticeship or course, the apprentice/student wishes to make a formal appeal, the apprentice/student must ask the Internal Quality Assurer, in writing, for a re-assessment. This must be done within 10 working days of receiving the original assessment result.
- 4.2. The Internal Quality Assurer with the Lead Internal Quality Assurer, on receipt of the formal appeal from the apprentice/student, will try to seek a solution negotiated between the relevant assessor and the apprentice/student. If it is not possible to reach an agreement, the Internal Quality Assurer and the Lead Internal Quality Assurer will set a date for the Internal Verification Appeals Panel to meet.
- 4.3. The Internal Verification Appeals Panel will be convened and meet within 2 weeks of the receipt of the appeal by the Internal Quality Assurer, with re-assessment, if deemed necessary by the panel, taking place within 15 working days of the appeals panel meeting.

5. IMPLEMENTATION

- 5.1. In dealing with appeals, the following protocols will be adhered to:
 - 5.1.1. appeals must be submitted in writing by the apprentice/student, stating the grounds for the appeal and providing any corroborating evidence;
 - 5.1.2. apprentices/students must be informed about the appeals procedure and have access to a copy of the written procedure;
 - 5.1.3. apprentices/students will be given a response to the appeal within 7 working days at each stage of the appeals process;
 - 5.1.4. apprentices/students will be allowed to be accompanied to an appeal meeting by a parent/guardian/friend;
 - 5.1.5. written records of all appeals will be retained by the appropriate person(s) including the outcome of the appeal and reasons for the outcome;
 - 5.1.6. the Lead Internal Quality Assurer will be provided with details of any appeals and their outcome.



APPEALS POLICY FOR EXTERNALLY AWARDED QUALIFICATIONS

6. APPEAL OUTCOMES

6.1. The following are permitted outcomes of the appeals procedure:

- 6.1.1. confirmation of original decision;
- 6.1.2. a re-assessment by an alternative Assessor;
- 6.1.3. an opportunity to re-submit for assessment within a revised agreed timescale.

7. FINAL OPTION

7.1. Following all stages of the Lincoln Bishop University Appeals process, if an agreement has not been met, apprentices/students undertaking these qualifications can appeal directly to the external awarding body (EQA). The appeal will either be rejected or upheld. The decision of the EQA is final.