

## Academic Appeals procedure



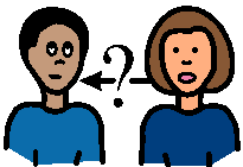
When you do exams or coursework at Treloar's your teachers will give you a grade based on your work.



The teacher who marks your work will have been trained to do this. They will do their best to mark your work in a way that is fair. Teachers use the results from tests and assessments that you do and examples of your work to decide your grade. They also have to show their grades and assessments to other teachers. This is called moderation. The Head of School or Head of College must check that all grades and assessments have been decided correctly and that none were decided by just one teacher.

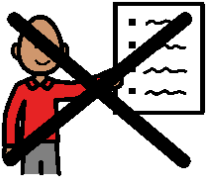


If you are worried that your mark or assessment is wrong you can ask Treloar's to **review** your grade or assessment. This means to think about or talk about your grade or assessment again and to make changes to it **or** make a decision to keep it the same.



After Treloar's have reviewed your grade or assessment, if you still think your grade or assessment is wrong you can ask Treloar's to make a formal **Appeal** for you to the Principal or Head of School or Head of College. **Appeal** means to ask for your grade or assessment to be checked again.

You can appeal if :



- The assessment or exam didn't follow the rules or **guidelines** (information to advise people on how something should be done)



- Your **performance** (how well you did) was affected by something that school or college staff didn't know about at the time, for example, you weren't provided with the correct equipment for your access arrangements.



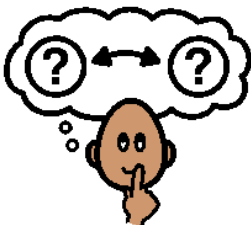
- The teachers who marked your exam or assessment did so unfairly or incorrectly.



If you decide to make an Appeal you need to write to the Principal to say why you think your grade or assessment was wrong and why you think it should be changed. Your Form Tutor or Deputy Head of College or Assistant Head of School can help you do this.

If you make an appeal your grade or assessment could go up or down.

The people who make this decision are called 'The Appeal Panel'. They will look at the reasons you think the grade or assessment is wrong. If they decide that



your grade or assessment is wrong, or they find there was a mistake which affected the grade or assessment they may change the outcome. Your new grade or assessment could be higher or lower than the first results you were given.