

## **APPEALS POLICY INCLUDING ACADEMIC APPEALS (CTTC 02)**

### **Aims and Values**

Colchester Teacher Training Consortium (CTTC) is committed to ensuring that all Trainees are treated fairly and with consideration. We recognise that we have a responsibility to ensure high and consistent standards in our role as a Training Provider. We recognise the right of the Trainee to appeal against a decision that has been made about their progress or ability to meet the professional Teachers' Standards or level 7 criteria for the PGCE.

For the purposes of this policy, the term "Trainees" refers to fee-paying trainees, salaried trainees, apprentice trainees and Assessment Only Route candidates.

### **Definition**

An academic appeal is defined in the UK Quality Code as "a request for a review of a decision of an academic body around a mark, outcome or decision. Students may appeal an outcome on the basis of evidence or procedure, but not on the basis of disagreement with academic judgement."

Any academic appeal should relate to one or more of the following categories:

- a module result (or component thereof);
- required withdrawal from a course;
- a verdict of, or penalty applied in respect of, academic misconduct;
- a refusal to permit an extension or deferral in accordance with the Extenuating Circumstances Policy.

This policy also covers appeals against:

- Failure of Teaching Practice
- Failure to meet the Code of Conduct

### **Scope**

This procedure applies to any appeals against an assessment outcome or academic result or decision as defined in the 'definition' section above. Concerns about other matters should be raised as outlined in the Complaints policy.

In considering any appeals, appropriate attention will be paid to the requirements of the Equality and Diversity Policy. In particular, reasonable adjustments will be made for those with disabilities, specific learning difficulties or long-term medical conditions.

All personal information will be processed in accordance with the General Data Protection Regulation (GDPR).

## Leadership and Management

**CTTC Steering Group** is responsible for:

- Appointing an Appeals Committee which consists of two Head Teachers (not from the school where the Trainee is working) and will be chaired by a nominated member of the CTTC Steering Group
- Ensuring that the policy is working in practice
- Monitoring the success of the policy
- Identifying any failures of the policy
- Addressing and resolving any failures of the policy

**The Appeals Committee** is responsible for:

- Implementing Appeal procedures
- Presenting evidence and recommendations to the CTTC Steering Group

**The Consortium Director** is responsible for:

- Ensuring that the Trainees are aware of the procedures
- Presenting evidence as required by the Appeals Committee

## Procedures

- All appeals will be handled sensitively and, as far as possible, confidentially. Information will be shared only with those individuals who need to be involved in considering or determining the appeal.
- Absolute confidentiality cannot be guaranteed where disclosure is required by law, involves safeguarding concerns, or is necessary to ensure a fair and thorough investigation.
- Where an appeal relates to, or gives rise to, safeguarding concerns or issues of professional suitability, CTTC's safeguarding and professional suitability procedures will take precedence. The appeals process does not override CTTC's statutory safeguarding duties.
- Trainees have the right to appeal if the judgment has been made that they have failed any aspect of the course.
- Trainees have the right to appeal against any decision made by the Professional Suitability Panel or the Disciplinary Panel.

### **1. Informal Stage**

- Trainees are expected to seek feedback whenever possible and to try to resolve the matter they are concerned about informally before submitting a formal appeal. This can initially be done by discussing the situation with the Consortium Director.
- If a student believes an assessment decision was affected by extenuating circumstances that were unknown to the Assessment Board at the time it reached that decision and could not reasonably have been made known to the Board before it met, they may submit a claim for consideration of retrospective extenuating circumstances under the Extenuating Circumstances Policy.

- CTTC recognises that the appeals process can be stressful. Where appropriate, trainees will be offered support during the process, which may include, guidance from the Consortium Director, or temporary adjustments to training arrangements, pending the outcome of the appeal.

## 2. Formal Stage

- Trainees who wish to appeal against any judgement made should write to the Consortium Director within fifteen school working days of receiving the judgment.
- The Consortium Director will inform the CTTC Steering Group who will appoint an Appeals Committee to convene within fifteen school working days of receipt of the appeal.
- Should the situation arise at the end of the course, if the appeal is submitted within five school working days, the Appeals Committee will meet within fifteen school working days. Appeals received after the end of the Summer Term but within fifteen school working days will be heard in September.
- The Appeals Committee will consider all documented evidence presented by both parties. They will then decide whether or not to uphold the decision.
- The decisions of the Appeals Committee will be reported back to the CTTC Steering Group.
- The Trainee will be informed in writing of the outcome by the Chair of the Appeals Committee.
- If the Trainee's Appeal is upheld, the Trainee will be given full support by their Lead Mentor, Professional Tutor, PGCE Tutor, Lead Subject Mentor and Consortium Directors to continue the course or to defer training (if that is within the Trainee's best interest).

The Consortium Director will implement any recommendations made by the Appeals Committee.

### **QTS Academic Appeal Regulations**

This Academic Appeals Process is applicable to trainees following the QTS route with or without PGCE.

Appeals can be lodged against an individual assessment result, the recommended category of award, failure of the programme or the decision that a Trainee is required to withdraw from the course because s/he has failed to satisfy the requirements for academic progress.

#### **Trainees have the right to appeal on the grounds that:**

1. There are existed circumstances affecting the Trainee's performance of which the assessors were not aware when their decision was taken, and which could not reasonably have been presented to the assessors;
2. There was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the assessments, or processing of marks or grades, or the categorisation of an award;
3. There exists evidence of prejudice or bias on the part of an assessor.

Appeals may not be made on the basis of disagreement with the academic or professional judgement of assessors, mentors, examiners or panels.

An appeal will not be considered where it is based solely on:

- dissatisfaction with a mark or outcome where proper procedures have been followed
- a belief that a higher mark, different outcome or alternative professional judgement should have been reached
- lack of awareness of course, assessment or professional requirements
- unsupported claims without evidence falling within the admissible grounds

It is the Trainee's responsibility to ensure that they are aware of the course requirements and methods of assessment, as appeals cannot be based on lack of knowledge of assessment requirements or submission deadlines. Trainees should also make sure that any evidence of medical or other problems which might affect an assessment are notified to the Course Director in advance of the assessment.

Trainees considering an appeal must contact the Consortium Director and arrange to discuss their concern with them before lodging an official appeal. If the Trainee still wishes to appeal, s/he must write to the Course Director within fifteen days of the publication of the assessment against which the appeal is being made. The Trainee will be asked to complete a pro-forma giving details of the appeal and this will form part of the evidence that is considered by the Appeals Panel.

## Appeals Mentor

If requested, the Course Director will appoint an Appeal Mentor throughout the appeals process. The Appeal Mentor will be an experienced tutor who has not been, nor will be, part of the assessment of the appeal.

## Assessment Appeals Regulations

Throughout the programme, a continual professional dialogue with Mentors will ensure that all parties are aware of areas for development and that any causes for concern are successfully

### Appeals against final recommendations where QTS is not recommended.

In the event of a final assessment where QTS is not recommended, Trainees may appeal if they feel that this judgment is not reflective of their attainment.

Appeals and supporting evidence should be lodged with the Consortium Director within fifteen days of receiving the final judgment. Appeals received outside of this time will not be considered.

The Course Director will refer the appeal to the CTTC Steering Group who will appoint an Appeals Panel. The Trainee will be informed in writing of the panel's decision.

### Appeals against final recommendations where PGCE is not recommended.

If the recommendation is not to award Level 7 PGCE, and an appeal following the procedures is not upheld, a trainee may refer to and follow the **University of Suffolk's Academic Appeals Policy** that can be found [here](#).

## Monitoring

The **CTTC Steering Group** will monitor the implementation of the policy by:

- ensuring Trainee awareness of the policy, if required
- ensuring criteria are clear and are applied consistently.

## Training and Development

CTTC training staff will all attend training on the standardisation of judgments and will be made aware of the Appeals Policy.

The CTTC Steering Group will direct the CTTC management team to address and propose solutions to any issues arising from failure in policy and procedures.

## Publishing Policy:

This Policy will be made available to all Partnership Schools and their staff, and a copy will be kept on Microsoft Teams.

Policy Reviewed: January 2026

Next review due: January 2028

# ACADEMIC APPEALS

## 1. Trainee details

|                                     |
|-------------------------------------|
| Name (block capitals):              |
| Partner School:                     |
| Phase (i.e. Primary or Secondary)   |
| Programme (eg. Science QTS / PGCE): |

|          |
|----------|
| Address: |
| Tel:     |
| E-mail:  |

Nominated Appeals Mentor:

## 2. Appeal is against the following (please indicate – you may tick more than one box)

- |    |  |                          |
|----|--|--------------------------|
| 1. | Failure of the programme – i.e. a decision that no award be made   | <input type="checkbox"/> |
| 2. | The recommended category of award  | <input type="checkbox"/> |
| 3. | A decision that you be required to withdraw from the course, having failed to satisfy the prescribed requirements for academic progress            | <input type="checkbox"/> |
| 4. | A decision that you be required to re-sit one or more assessment units, having failed to satisfy the prescribed requirements for academic progress | <input type="checkbox"/> |
| 5. | A particular assessment result (please specify which assessment under section 5 overleaf)  | <input type="checkbox"/> |

## 3. Nature of the appeal

The three categories listed below are the definitions of admissible appeals according to the Appeal Procedures for the programme. Only these will be considered by the Appeals Committee. Please indicate under which category you are making your appeal.

- |    |   |                          |
|----|---|--------------------------|
| 1. | That there existed circumstances affecting the student's performance of which the assessors were not aware when the decision was taken, and which could not reasonably have been presented to the assessors | <input type="checkbox"/> |
| 2. | That there was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the assessment(s), or the processing of marks or grades, or the categorisation of an award  | <input type="checkbox"/> |
| 3. | That there exists evidence of prejudice or of bias on the part of an assessor   | <input type="checkbox"/> |

**4. Interview with your Course Director/Lead Subject Mentor**

Before lodging this appeal, you should have discussed the outcome of your examination(s) with your Course Director/Lead Subject Mentor. Please state the date of your interview and why you wish to proceed with an appeal.

**5. Appeal details**

Please give details of why you wish to lodge an appeal, bearing in mind the nature of that appeal as stated in section 3. Any supporting documentation (e.g. medical or other evidence of impairment) *must* be attached.

*Please continue on a separate sheet if necessary.*

**6. Evidence**

If you submit evidence to the Appeal Panel that you did not submit to the Assessor, please state the reason why it was not submitted to the Assessor.

**7. Appeal outcome**

Please state what you would like to see as the outcome of your appeal.

**Signature of trainee:**

**Date:**

*Please submit this Appeal form to your Consortium Director. This must be done within 15 days of the publication of the assessment.*