Learning and Enterprise College Bexley

Examination Appeals Policy

Owner:	*Donna Notcutt - Service Manager - MIS & Exams*
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Examination Appeals Policy

1.0 Introduction

If a candidate is dissatisfied with an assessment outcome, they have the right of appeal.

There are three stages in the appeals procedure and each stage must be exhausted before proceeding to the next one. The main reason for appeal is likely to be:

- the candidate does not understand why they have not yet met the assessment criteria, due to lack of or unclear feedback from the tutor
- the candidate believes they have met the assessment criteria and that the assessor has misjudged them.

Candidates are advised to keep their own copies of all the documents used in the appeals procedure.

2.0 Purpose

If a candidate is dissatisfied with an assessment outcome, they have the right of appeal.

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3.0 Scope

This policy covers all examinations and assessments carried out at LECB.

4.0 Stage I

Candidates, having received a decision and feedback, have the right to appeal to the Examinations Officer.

This appeal must be in writing and clearly indicate the points of disagreement with examples and reasons.

5.0 Stage II

Candidates who are not satisfied with the outcome of their Stage 1 appeal can then appeal to the SLT lead for Examinations or Head of Centre.

The appeal must be in writing but need not repeat the detail provided at Stage 1 as all the documentation used at Stage 1 will be passed on.

6.0 Stage III

Before proceeding to Stage 3, the candidates must have exhausted the Stage 1 and 2 procedures.

This appeal must be in writing to the External Quality Assurer of the Awarding Organisation and be accompanied by copies of all the documentation used in Stages 1 and 2. There must also be evidence that candidates have exhausted all the internal appeals procedures of the centre.

The decision of the Awarding Organisation will be final.

For further details, refer to the College Complaints Procedure.