

# Review of a Provisional Assessment Decision Procedure

## Section 1 - Introduction

### Purpose and Parent Policy

(1) This procedure sets out the steps for a student to seek a review of a provisional assessment decision under the [Appeals Policy](#). The procedure also supports implementation of the [Assessment, Grading and Certification Policy](#).

### Responsibilities

#### Student Responsibilities

(2) The student is responsible for seeking a review within the allotted timeframe.

(3) The student is also responsible for providing verifiable evidence in support of their application.

#### Staff Responsibilities

(4) Staff involved in the processing of a review application are required to process their decisions in a timely and transparent manner.

#### Faculty Responsibilities

(5) The Registrar is responsible for the implementation of this procedure.

(6) Faculty involved in reviewing a provisional assessment decision are required to uphold the principles for assessment and appeals set out in the [Assessment, Grading and Certification Policy](#) and the [Appeals Policy](#).

## Section 2 - Procedure for the Review of a Provisional Assessment Decision

### Two Types of Appeal

(7) As indicated in the [Appeals Policy](#), learners may choose from one of the two following options when seeking to challenge a decision specified in the [Appeals Policy](#). This document describes the process for a review — the first of these options.

A review is an appeal where a learner formally requests the maker of a formal decision, or a person acting on their behalf, to review that decision, i.e. reconsider it in the light of concerns expressed by the appellant under one or more of the three grounds for appeal.

An appeal is where a learner formally requests that the decision or judgement of a lower authority is

referred to a higher authority, that is the Appeals Committee, for the reconsideration of the decision or judgement in the light of concerns expressed by the appellant under one or more of the three grounds for appeal.

## **Submitting an Application for a Review**

(8) The student submits an application in writing to the Department of the Registrar stating the grounds under which they are appealing the provisional assessment decision.

(9) A completed application includes:

- a. Verifiable evidence in support of the student's assertions
- b. Payment of the appropriate fee (which is refunded if the review results in a revised grade)

## **Assessing the Validity of the Application**

(10) The Registrar, or their nominee, assesses the application to determine if:

- a. The submission is complete
- b. Valid grounds are presented
- c. There is appropriate verifiable evidence supplied in support of the application

(11) If the submission is deemed to either be incomplete or have no valid grounds or both, the student is notified of this in writing and the rationale for the decision.

(12) If the submission is deemed complete and to have grounds, it is forwarded to the Programme Director or nominee for consideration.

## **Review**

(13) The Programme Director, or nominee, considers the student's application and the original provisional assessment decision and determines if a different provisional assessment decision is required.

(14) This may include a second grading of any piece of student effort.

## **Outcomes**

(15) A review may result in:

- a. A new grade, in which case, a new provisional assessment decision is released, accompanied by new feedback
- b. No change in the grade, in which case, the student is informed of this fact in writing

(16) Where a review results in a revised grade, this fact is reported to the Board of Examiners.

## **Communications**

(17) The Programme Director or nominee communicates the decision in respect of the student's work to the Department of the Registrar.

(18) The Department of the Registrar advises the student of the outcome and the right to appeal in respect of the conduct of the review only.

## Right of Appeal

(19) Where a provisional assessment decision is reviewed:

- a. The assessment decision cannot be appealed again under the [Appeals Policy](#). This means that where a component of a module result is reviewed, any appeal against the module result cannot include grounds relating to this decision.
- b. The student has a right of appeal in respect of the conduct of the review, where grounds as specified in the [Appeals Policy](#) are met.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	2nd November 2020
<b>Review Date</b>	2nd November 2023
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	23rd September 2020
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	Quality Assurance

## Glossary Terms and Definitions

**"Procedure"** - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.