



ACADEMIC APPEALS POLICY AND PROCEDURES

September 2025

**Version 1.1
Approved by the Board of Governors**

1. INTRODUCTION

This Academic Appeals Policy and Procedures document is your guide to understanding your rights and responsibilities concerning challenges you may face regarding academic decisions at our institution. We are committed to upholding fairness, transparency, and due process for all students. This policy outlines the grounds for appeal, the procedures you must follow, and the timelines involved. We encourage you to familiarize yourself with this document to ensure you can effectively navigate any concerns you might have regarding your academic progress and assessment.

- 1.1 Vantage College is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.
- 1.2 We will endeavor to provide an environment where all pupils feel valued and welcomed.
- 1.3 This policy will contain within it the procedures that the college will use to manage academic appeals.

2. ACADEMIC APPEALS POLICY AND PROCEDURES

- 2.1 The Academic Appeals Policy provides students with the opportunity to appeal against a formal decision made by a Board of Examiners about a student's progress or the awarding of a qualification, including the consideration of the student's claims of mitigating circumstances.
- 2.2 This procedure applies to all students studying on a taught programme of study at Vantage College.
- 2.3 This document describes the institution-wide process for the management of academic appeals for students on taught programmes at Vantage College.
- 2.4 This appeals process operates within the context of the Learning Partnership Agreement with the Awarding Body, Pearson.

3. GROUNDS FOR AN APPEAL

3.1 An appeal may be submitted if the appellant considers that either:

- a marking or moderation (or a review of marking/moderation) error has occurred; or
- the awarding body did not apply its procedures consistently, properly or fairly.

3.2 The Awarding Body accepts appeals in relation to three areas of their work. These are:

- Appeals against results.
- Appeals against malpractice decisions.
- Appeals against decisions made in respect of access arrangements, Reasonable adjustments, and special consideration.

In addition, some other administrative decisions, such as cases of missing scripts, may be subject to review by awarding body officers.

4. PROCESSING TIMES FOR APPEALS

4.1 Preliminary appeals will be processed within 42 calendar days of receipt of a valid application.

4.2 Pearson aims to resolve a request for an appeal hearing within 70 calendar days of the receipt of a request for an appeal hearing.

5. SUBMITTING AN APPEAL

5.1 Appeals must not be submitted by the Head of Centre until after the outcome of the relevant post-results service has been received.

5.2 Internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the Head of Centre where the candidate was entered or registered. The Head of Centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

5.3 Appeals should be submitted to edexcelappeals@pearson.com using the Application for Appeals (Appendix A)

APPENDIX

An APPLICATION FOR AN APPEAL

Centre Number

--	--	--	--	--

The details provided on or appended to this form will form the basis of the case being put forward by the appellant.

When completing the details, please pay particular attention to **section 10** of this form, which outlines the grounds for appeal and summarises your reasons for appealing. If you require clarification or assistance, please contact the relevant awarding body.

Please indicate the type of appeal or review being initiated.

Post-Results Services

Malpractice

Access arrangements, reasonable adjustments or special consideration

Review of other administrative decisions

If this is an appeal against the outcome of a clerical re-check, a review of marking, a review of moderation or an access arrangement/special consideration decision, please indicate below whether this is an application for a preliminary appeal or an appeal hearing.

Preliminary appeal

Appeal hearing

***Please note that an appellant cannot proceed to an appeal hearing unless they have already initiated a preliminary appeal and this appeal has been completed.**

GLOSSARY

Appellant	appellant is the head of centre or private candidate who submits the appeal.
Marking Error	Marking Error is defined as the awarding of a mark which could not reasonably have been awarded given the evidence generated by the Learner, the criteria against which Learners' performance is differentiated and any procedures of the awarding organisation in relation to marking, including in particular where the awarding of a mark is based on
Moderation Error	<p>A Moderation Error is defined as a moderation outcome which could not reasonably have been arrived at given the evidence generated by Learners which was considered for the purpose of Moderation, the centre's marking of that evidence, the criteria against which Learners' performance is differentiated and any procedure of the awarding organisation in relation to moderation, including in particular where the outcome of moderation is based on –</p> <ul style="list-style-type: none">● an administrative error;● a failure to apply such criteria and procedures to the evidence generated by the Learner(s) where that failure did not involve the exercise of academic judgment; or● an unreasonable exercise of academic judgment'.

Document Information	
Document Title:	Academic Appeals and Procedures
Version:	1.0
Previous Review:	September 2024
Next Review:	September 2026
Classification:	Internal and External
Approve By:	Board of Governors
Owners:	Registrar