



BIMM
INSTITUTE



INSTITUTE FOR
CONTEMPORARY
THEATRE

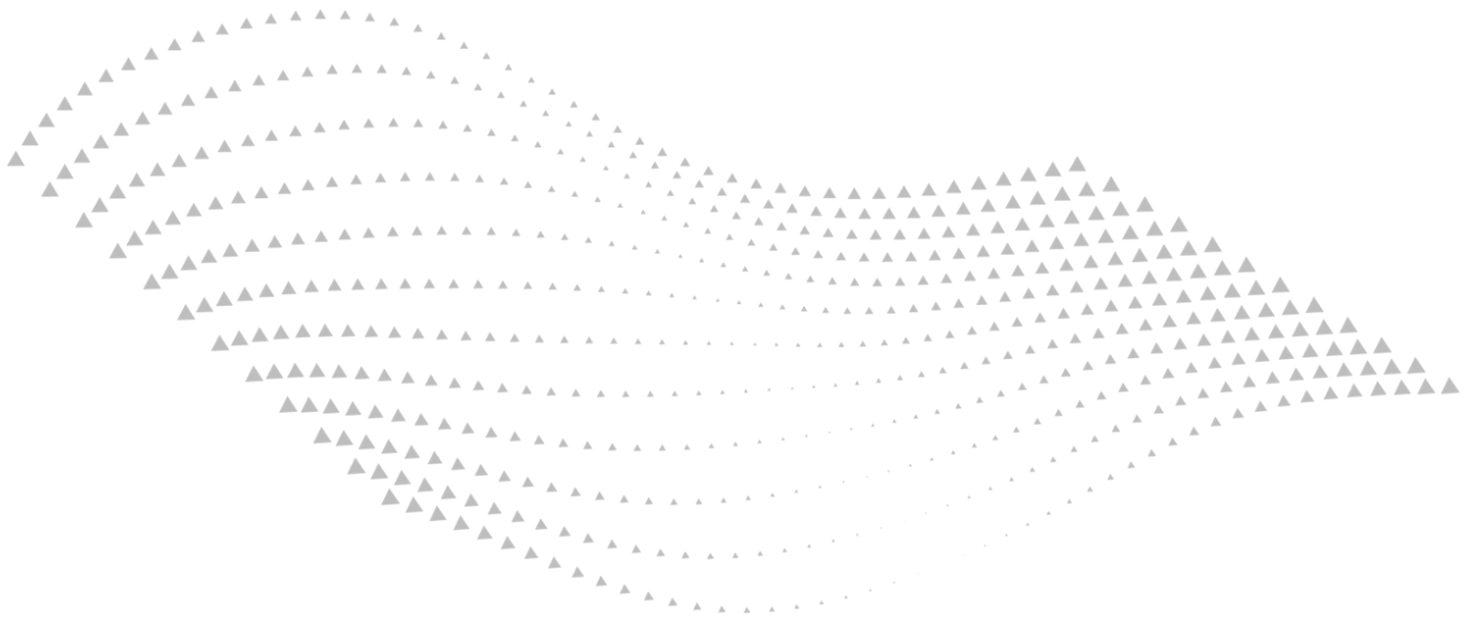


PERFORMERS
COLLEGE



SCREEN AND
FILM SCHOOL

Further Education Academic Appeals Procedure



Last approved: August 2021

Approved by: Academic Board

Next review due: September 2025



1 **Introduction**

- 1.1 This Procedure applies to all Further Education (FE) qualifications delivered up to FEHQ Level 3 at BIMM Institute, ICTheatre, Performers' College and Screen & Film School (collectively referred to as "the Institute").
- 1.2 In the case of Assessment Appeals, this procedure precedes the [awarding organisation's own appeals procedure](#) and must be exhausted before an appeal is submitted to the awarding organisation. Learners cannot appeal directly to the awarding organisation.
- 1.3 The Institute will not accept requests for review of assessment outcome / appeals directly from a third party or anonymous sources – these must be submitted directly by the learner. The learner may, however, nominate a third party to represent them via the appeals process (see accompanying form).
- 1.4 Each College will nominate an Investigating Officer to deal with appeals; this officer will normally be appointed by the College Principal and confirmed with the Quality Assurance team, which manages the appeals process centrally.
- 1.5 A learner who wishes to raise an appeal must wait until the formal publication of their results, normally in August of each year (not after being informally advised of their results by their college). Learners who submit a case under this procedure will not be disadvantaged for having done so.

2 **Review of Assessment Outcome (see also Flowchart – Appendix 1)**

- 2.1 A learner shall have the right to request a Review of Assessment Outcome if they are dissatisfied with a result awarded to their work. A request for Review of Assessment Outcome may relate to one of the following categories:
 - An assignment grade.
 - An assessment criteria grade.
 - A unit grade.
 - A qualification grade.
- 2.2 In the first instance, the learner should approach their tutor to discuss their concerns. The tutor will discuss the assessed work with the learner to explain the grading decisions made.
- 2.3 If the explanation of the grading decision is deemed acceptable by the learner, no further action will be taken. If the explanation is not acceptable, a learner may raise a Review of Assessment Outcome under provision 2.1 above and must raise this at the earliest opportunity (normally within 5 working days of the mark(s) being released) and sent to feappeals@bimm.co.uk.
- 2.4 The Quality Assurance Team will inform the relevant Investigating Officer that a request for Review of Assessment Outcome has been raised.
- 2.5 The relevant Investigating Officer will acknowledge receipt of the notice of request for Review of Assessment Outcome via the learner's email account within 5 working days of receipt.
- 2.6 The Investigating Officer has the right to call for additional written evidence from the learner and to present for consideration of any such evidence that they think is in the interests of a just outcome.
- 2.7 The Investigating Officer should contact the relevant staff requesting that they provide any information that they believe to be pertinent to the request for Review of Assessment Outcome.



- 2.8 The Investigating Officer shall inform the Course Leader (or equivalent) that is responsible for the course that a request for Review of Assessment Outcome has been made.
- 2.9 The Course Leader (or equivalent) shall arrange for the assessment to be reassessed by an Internal Verifier. *(NB – if the work has already been assessed by an Internal Verifier, there will be no right to review an assessment outcome and the learner will only be able to appeal based on one of the grounds outlined in section 3.1 – the tutor will explain this during the informal stage).*
- 2.10 The learner will be notified via email of the decision, normally within 10 working days of receipt of request. NB - All mark(s) confirmed by the second assessor will be final, regardless of outcome, i.e., the original mark(s) may increase, decrease, or remain the same.

3 Making an Assessment Appeal (see also flowchart – Appendix 2)

- 3.1 An assessment which has already been assessed by an Internal Verifier can only form the basis of an appeal on the following grounds (this includes results based on Teacher Assessed Grades (TAGs)).
 - a) There was a material administrative error in the assessment process, or when the Institute uploaded the awards to the awarding organisation.
 - b) The assessment had not been conducted in accordance with the [FE Assessment & Marking Procedures](#).
 - c) Any other extenuating circumstance that may have affected the assessment decision.

Results based on TAGs can only be appealed on the above grounds.

- 3.2 A learner wishing to exercise the right of appeal as outlined in section 3.1 must give notice in writing via the FE Academic Appeals form, which should be sent to feappeals@bimm.co.uk. The completed form must clearly indicate the ground(s) on which the appeal is being made and must be made within 10 days of the results being announced.
- 3.3 Upon receipt of the appeal, the Quality Assurance team will inform the relevant Investigating Officer that an assessment appeal has been raised; within 5 working days the Investigating Officer will then confirm receipt of the appeal to the learner's email account.
- 3.4 Learners must include documentary evidence to support their appeal. The Investigating Officer has the right to call for additional written evidence from the learner and to present for consideration any such evidence as they think is in the interests of a just outcome.
- 3.5 The Investigating Officer shall contact the relevant staff requesting that they provide any information that they believe to be pertinent to the appeal.
- 3.6 The Investigating Officer shall inform the relevant Course Leader (or equivalent) that an appeal has been lodged.
- 3.7 The Investigating Officer shall review the assessment appeal documentation to ensure it meets the relevant criteria as detailed section 3.1.

If the decision is that the appeal is upheld (found in favour of the learner):

If the criteria have been met and there is enough evidence to warrant a review the appeal, the College Principal will submit an appeal to the awarding organisation. The awarding organisation will only consider an appeal once the Institute's own internal FE Appeals Procedure has been exhausted.

If the decision is that the appeal is not upheld (rejected)

If there is not enough evidence to meet the criteria for a review, the Investigating Officer will advise the learner via their email account, normally within 10 working days of acknowledgement of appeal.

4 Review of Appeal outcome

4.1 In the cases where an appeal has not been upheld (rejected) internally - if the learner is not satisfied that their application for appeal has been reviewed correctly, they may raise this with the institute via emailing feappeals@bimm.co.uk. Appeals will only be reviewed if it meets the following grounds:

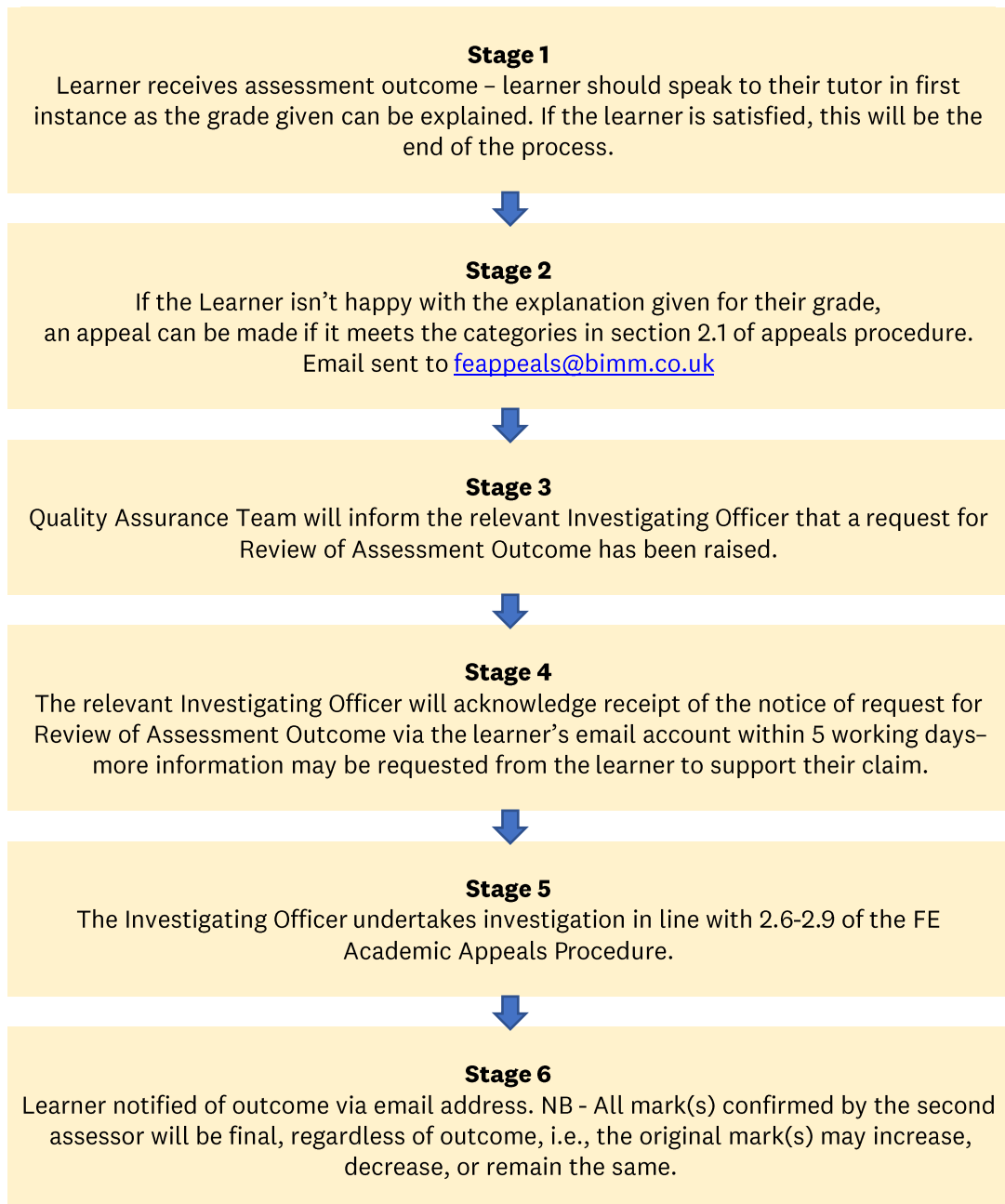
- There were circumstances, or new evidence has come to light, which affects the student's appeal which was not known to the investigators at the time the appeal was considered.
- There existed a procedural error in the Academic Appeals process which could have led to a different outcome had the error not occurred.

4.2 Requests for internal review must be submitted to feappeals@bimm.co.uk within 5 working days of receiving the outcome letter and should be accompanied with supporting evidence. It is the learner's responsibility to supply all supporting evidence with their internal review application. A receipt will be issued within 5 working days.

4.3 The Internal Reviewer can reach the following outcomes:

- To overturn the original decision and make a new decision on behalf of the Institute (e.g., deciding to refer the learner's appeal to the awarding organisation).
- To uphold the original decision made by the Institute.

4.4 The learner will be advised of the outcome of the internal review process by email within 10 working days of submitting the request.

Appendix 1: Review of Assessment Outcome Flowchart

Appendix 2: Assessment Appeals Flowchart