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**Further Education Appeals Guidance**

**1. Introduction**

This guidance and associated form is for use by students enrolled on Level 2 and 3 programmes leading to a BIMM Award (students enrolled at a BIMM Institute, ICTheatre, Performers’ College and Screen & Film School – collectively referred to as “The Institute”). Any other students should contact their Course Leader in the first instance. Please ensure that you have read and understood the Further Education Academic Appeals Procedure, which can be found on our website.

**2. Timelines**

2.1 Review of Assessment Outcomes

For reviews of assessment outcomes, in the first instance, a student should approach their tutor to discuss their concerns. The tutor will discuss the assessed work with the student to explain the grading decisions made.

Otherwise, a formal review of assessment outcome must be made within **5 working days** of the mark being released.

2.2 Making an Assessment Appeal

Appeals must be lodged within **10 working days** of the result of your mark being announced – only if they meet the grounds for appeal as set out in the Further Education Academic Appeals procedure.

**3. Email Address guidance**

You are strongly advised to use your student e-mail address throughout the academic appeal process, as all traffic between Institute staff and student email accounts is encrypted by default. If you elect to use a non-student e-mail address, we will use this for all communications that do not include sensitive personal information. When we need to send files that contain sensitive personal details, we will send them to your student e-mail account and send a notification to your chosen personal email address. If you do not currently have a student e-mail address, it is important that you supply us with a mobile phone number. In these cases, files containing sensitive data will be encrypted using a password, this password will be sent to you via text message.

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**Further Education Appeals Form**

**Section 1**

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| **S1.1 Personal Details** | |
| Title: |  |
| Surname/ Family name: |  |
| First Name(s)/Given name(s): |  |
| Email Address (please see guidance above): |  |
| Mobile Number: |  |

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| --- | --- | --- | --- |
| **S1.2 Term time Address** | | | |
| Address |  |  |  |
| Town: |  | County: |  |
| Country: |  | Postcode: |  |
| Landline number: |  |  |  |

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| --- | --- | --- | --- |
| **S1.3 Non-term time address (if different)** | | | |
| Address |  |  |  |
| Town: |  | County: |  |
| Country: |  | Postcode: |  |
| Landline number: |  |  |  |

|  |  |
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| **S1.4 Preferred Method of Contact** | |
| Email | Post |

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| **S1.5 Reasonable Adjustments** |
| If you have a disability which means there are adjustments you would like us to consider making to our process, please indicate these here. (If necessary, we will contact you to discuss this in further detail.) |
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Note: If your contact details change at any point during the appeals process, it is important that you notify the member of staff dealing with your appeal at the earliest opportunity. Furthermore, you need to inform the member of staff dealing with your appeal if you are going to be away and unable to be contacted during the appeals process.

**Section 2 (Optional):**

As part of the appeals process, you are entitled to appoint a representative to act on your behalf. This is entirely optional and is meant to help students who do not feel able to engage with the appeals procedure themselves. If you elect to appoint a representative, the Institute will only communicate with your representative throughout the process. A close family member would be the best choice, but you are free to choose anyone appropriate who is willing to act on your behalf and is able to put your case forward.

The following people would not be appropriate representatives:

* Any legal representative.
* Your Doctor.
* A member of staff from the Institute.

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| **S2.1 Your representative** | | | |
| Title: |  | | |
| Surname/Family name: |  | | |
| First Name(s)/Given name(s): |  | | |
| Relationship to student |  | | |
| Address |  | | |
| Town |  | County |  |
| Country |  | Postcode |  |
| Landline: |  | | |
| Mobile\*: |  | | |
| E-mail Address: |  | | |

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| **S1.4 Preferred Method of Contact for your representative** | |
| Email | Post |

Note: If your representative’s contact details change at any point during the appeals process, it is important that you, or your representative, notify the member of staff dealing with your appeal at the earliest opportunity. Furthermore you, or your representative, need to inform the member of staff dealing with your appeal if your representative is going to be away and unable to be contacted during the appeals process.

\*A mobile phone number is required as documents will be emailed in an encrypted format and the password will be sent via text.

**Section 3**

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| **S3.1 Programme information** | | |
| At which college are / were you enrolled? | BIMM Birmingham | BIMM Brighton |
| BIMM London | BIMM Manchester |
| Screen and Film School | Performers College |
| BIMM Bristol | ICTheatre Brighton |
| On which programme are / were you enrolled? |  | |
| Which year did you start this programme? |  | |

**Section 4**

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| **S4.1 Grounds for Appeal** | |
| Please tick at least one ground under which you are appealing. | |
| **Academic Appeal** | |
| a) There was a material administrative error in the assessment process. |  |
| b) The assessment had not been conducted in accordance with the [FE Assessment & Marking Procedures](https://www.bimm.ac.uk/FE-assessment-and-marking). |  |
| c) Any other extenuating circumstance that may have affected the assessment decision. |  |

**Section 5**

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| **S5.1 Your appeal** | |
| Please give a clear account of your appeal in as few words as possible | |
| **Date of Incident:** |  |
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| **S5.2 Informal process** | | | |
| Wherever possible appeals should be raised immediately with the member of staff responsible, or with a member of the Student Support team, with the aim of resolving the problem directly and informally. Please outline any informal steps that you took and why you were dissatisfied. | | | |
| **Date of Incident:** |  |  |  |
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| **S5.3 Resolution** |
| Please outline how you think this issue could be resolved if we uphold your appeal. |
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| **S6.1 Supporting Evidence** | |
| Please list below the evidence you will be attaching to this form to support your appeal. It is your responsibility to ensure that all relevant evidence is sent with your appeal. | |
| **Type of Evidence (e.g., Medical certificate, course handbook, etc.):** | **Date:** |
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**Section 7**

**Student Declaration**

By signing this form, you are agreeing that the Institute can hold and process any data you have submitted for the purposes of investigating your appeal. You are also agreeing that any data you have already submitted to the Institute for other purposes (such as mitigating evidence claims or assessment scripts) may be collected and processed as evidence as part of the investigation. The data collected as part of the academic appeals process will be held by the Institute for 15 months from the date the process concludes (Including any reviews you may request) after which time it will be deleted or anonymised. Data from other procedures that have been used in the investigation process may continue to be held. If for any reason we are required to keep the academic appeals data for longer that the 15-month period, you will be informed. If necessary, information from your appeal may be shared with members of staff for the purpose of conducting the investigation and where possible this will be anonymised. If your appeal progresses to our awarding body, Rock School Ltd., any data submitted and processed as part of your appeal will be shared with the relevant organisation to facilitate their investigation. Usually, your name and excerpts of section S5.1 of this form will be disclosed to them.

**If you are submitting electronically, please type your name in the signature box.**

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| **Signature** |  |
| **Date** |  |

**Representative (if applicable)**

By signing this form, you are agreeing that the Institute can hold and process the data you have submitted for the purposes of processing the appeal. Your information will only be used in relation to this appeal. Data may be shared with RSL, if applicable but will not be shared with any other third parties. Data will be held for 15 months from the date the process concludes.

|  |  |
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| **Signature** |  |
| **Date** |  |

Please return this form along with any supporting evidence to: [feappeals@bimm.co.uk](mailto:feappeals@bimm.co.uk)

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| **Office use only** | |
| Appeals ID Number |  |
| Date Received |  |