



HTU/BTEC APPEALS PROCEDURE

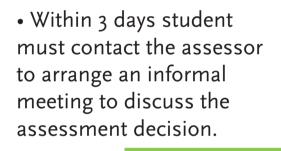
APPEALS PROCESS EXPLAINED

- Appeals can only be made against the fair and appropriate implementation of the assessment process.
- Student should supply evidence of such violation.

The steps needed for an appeal

GROUNDS FOR APPEAL

- If the student is dissatisfied with individual assessment outcomes for a unit element or individual performance criteria.
- If the student is dissatisfied with their assessment outcome at the end of the course.
- If the student has any personal circumstances which may have affected his / her ability to complete assignments and meet deadlines.



If student is still dissatisfied

If student is still dissatisfied

- Then appeal to the Programme Leader- student fills out a formal application.
- Student should put forward reasons why his / her assignment should be re-assessed.
- This should be done within 15 days of receiving your grade. HTU preserves the right to reject any appeal application that does not follow the appeals timeline.

• Then he/she may appeal to the External Verifier via the Head of Center/ (President of HTU).

> The procedure is not a gurenteed grade change. Any grade change should only be authorized by the **Deans Council**

• The assignment will be reassessed by an Internal Verifier who will provide the student with feedback within one working week.

Appeals are recorded and retained for 18 months



Approved Centre from Pearson