



Policy on Assessment Appeals

Purpose

This policy sets out the principles, circumstances, grounds and possible outcomes of an assessment review and/or an appeal by a student against an academic decision made by LHP Skillnet.

Scope of the Policy

To whom does the policy apply?

All **students** undertaking an LHP Skillnet programme leading to awards in the National Framework of Qualifications (NFQ) validated by QQI who apply for a review and/or appeal an academic decision made by LHP Skillnet.

All **tutors** and **Academic Committee** members with a role in the review and/or appeals procedure

Responsibilities for the policy

Academic Committee has overall responsibility for implementing the appeals policy.

Definitions

A **review** is where a student formally requests the maker of a formal academic decision to review that decision. This applies prior to the internal verification or External Authentication process

An **appeal** is where the student formally appeals an academic decision following the Results Approval Panel stage considering concerns expressed by the student.

Policy Statement

LHP Skillnet is committed to upholding the quality and integrity of all formal assessments undertaken by students and it is our policy to enable students to formally request a review or lodge an appeal against an academic decision made by us where a student feels established procedures were not followed.

Principles for Reviews and Appeals

All reviews and appeals will be conducted by competent personnel in a transparent, fair, and timely manner

A review can be conducted by the original tutor or an independent tutor. We are committed to resolving reviews in a timely manner with emphasis on local resolution

An appeal must be conducted by the Academic Committee whose members are independent of the teaching or assessment of the appellant

We are committed to conducting all review or appeals in a robust and fair manner by giving students the opportunity to voice their concerns in writing or in person.

Related Documents

Related Procedures / Processes	Information to students, Consistency of marking between assessors, Reasonable accommodation, Internal Verification Process External Authentication, Results Approval Panel Issuing of results, Certification Feedback to students on assessment, Assessment Appeals Procedure
Reference Documents / Resources	<i>LHP Skillnet Student Handbook</i> <i>Quality and Qualifications Ireland (2016), Core Statutory Quality Assurance Guidelines (2016)</i>