



Private Sector Appeals Procedure

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1. Introduction and Aims

1. Emil Dale Academy (EDA) hold a multitude of assessments throughout a student's time enrolled on a full-time course; some of these assessments go towards the student's studied qualification (BTEC, Cert-HE, or BA (Hons) Degree), and some of these assessments are for EDA's in-house private sector.
2. This policy outlines the procedure should any student wish to appeal their result grade for any **private sector assessment** only.
3. Private sector assessments are designed solely for the purpose of student progression, personal development, and performance feedback. Outcomes from these assessments do not contribute toward formal qualification grades, awards, or progression decisions within the BTEC, Cert-HE, or BA (Hons) programmes.
4. Should a student be wishing to appeal a qualification-specific grade, please follow the appropriate link to find the correct procedure:

BTEC Students - <https://support.pearson.com/uk/s/article/Post-Results-Appeals>

Cert-HE and BA (Hons) Degree Students - [academic-appeals-policy.pdf \(beds.ac.uk\)](#)

2. Scope

5. This policy is intended for all students enrolled on a full-time course at EDA.

3.0 Policy Location

6. This policy is located on EDA's website www.emildale.co.uk/emil-dale-policies.
7. A hard copy can be requested from reception.

4.0 Procedure

8. All appeal materials, including assessment footage and written feedback, will be handled in line with Emil Dale Academy's Data Protection Policy. Only staff directly involved in the appeals process will have access to this information.
9. EDA's private sector appeals procedure follows a three-step process. This is as follows:

4.1 Step one – Making an appeal

10. Should a student want to make an appeal on a private sector result grade, they must email their Course Leader within one working week of having received their feedback form. Appeals made after this window of time will not be considered.
11. Appeals may be made on the following grounds:
 - a. A factual or administrative error in recording the result.
 - b. Evidence that procedure was not followed correctly.
 - c. Perceived inconsistency or unfair treatment compared to cohort standards.
12. Appeals will not normally be accepted on the basis of subjective disagreement with professional or artistic judgment.

4.2 Step two – Initial review

13. Upon receiving an appeal, the student's Course Leader will review the appeal alongside the student's assessment footage and result given.
14. The Course Leader will also arrange a discussion with the student's assessor to further dissect the student's assessment performance and result.
15. This can take up to two working weeks during EDA term time.
16. If an appeal is made outside of term time, the initial review – and final review if applicable – may be delayed.
17. Following this review, the Course Leader will arrange a meeting with the student to discuss the outcome. The outcome will be one of the following:
 - a. A change in result from what was initially given to the student, or
 - b. An agreement that the result initially given to the student was appropriate and therefore will not change.
18. The private sector appeal procedure can end here. However, should a student wish to appeal the outcome of the initial review, EDA will move to the third and final step of the procedure.

4.3 Step three – Final review

19. All details and outcomes of steps one and two will be passed on to EDA's Principal. They will review the appeals alongside the student's assessment footage and will decide upon an outcome.
20. The Principal's review will normally be completed within two working weeks of receipt of the appeal outcome from the Course Leader, subject to staff availability during term time.
21. The outcome will be one of the following:
 - a. A change in result from what was initially given and what was decided upon in the first review, or
 - b. An agreement that the result initially given to the student – and the outcome of the first review – was appropriate and therefore will not change.
22. The decision of the Principal is final and no further action can be taken past this point.

Document Control

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