



Oxford's Independent Business School

Magna Carta College

Appeal Procedure

An Appeal is permitted if the candidate does not agree with the outcome of the assessment decision.

Before the commencement of the unit, the Assessor/tutor clearly explains the outcomes to be achieved and the assessment and grading criteria. By reviewing the assessment plan and unit, it is ensured that there is no lack of clarity in the students' minds regarding this. However, circumstances may arise where a student disagrees with an assessment decision made by the Assessor/tutor. In the first instance s/he should seek to resolve this by informal discussion with the Assessor/tutor. If this discussion does not lead to a satisfactory resolution then the student should consult the Course Leader. The student has the opportunity to appeal against the decision made by the Assessor if s/he feels that the grade awarded to him/her is unjustified. All issues related to appeals procedure are resolved within the College itself and will be recorded in appeals register with actions and the register will be made available for any external verification inspections.

The candidate must submit the disagreement in writing, including details of the unit and any supporting evidence.

- An appeal panel will be convened which will consist of:
- Academic Head
- Two Assessors, one of who shall be the assessor against whom the appeal is being made.
- The panel will meet to judge the evidence. Within 5 working days the student is informed of the decision. Depending on the decision, the Appeal may be rejected or the student may be asked to re-submit his portfolio.

Thank you
Academic Dean
Professor David Faulkner

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