

FE Appeal Process: Summer 2020

If you are a student getting results for a Further Education course this Summer and you feel that your result may be incorrect, then you can **Appeal** to the College by contacting us on one of these email address:

COLEG SIR GAR feappeals@colegsirgar.ac.uk	COLEG CEREDIGION feappeals@ceredigion.ac.uk
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When emailing please provide:

- Student ID number
- Full name
- Date of Birth
- Course studied
- Campus attended

and explain the reason why you think your grade might be incorrect. A decision on an appeal will be provided to you within 20 working days of receipt of an email.

All appeals will be considered by competent persons, who were not previously involved in the process leading to the issue of your results and with no personal interest in the outcome.

If the College feels that your appeal is **VALID (eg, if it finds a mistake was made when submitting data to the awarding body)**, it will pass this onto the awarding body to investigate.

If the College feels that your appeal is **NOT VALID (eg, it cannot find a mistake when submitting data to the awarding body)** it will communicate this back to you. In such circumstances you can also appeal this decision and this will then be considered by the Principal or an appointed Assistant Principal.

In addition, you have the right to see the information that the College based its decision on regarding your grade, that was passed to the awarding body. To do this you would need to submit a subject access request, which has to be responded to within 40 days of the results being released. To make an application contact the dataprotectionofficer@colegsirgar.ac.uk using the Data Subject Request form [HERE](#) .