# ASSIGNMENTS, ASSESSMENTS AND APPEALS POLICIES AND PROCEDURES FOR LEVELS 1,2,3,4 AND 5

## SECTION A : GENERAL INFORMATION

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Document category</td>
<td>Policy and Procedure</td>
</tr>
<tr>
<td>2</td>
<td>Document approver</td>
<td>COI</td>
</tr>
<tr>
<td>3</td>
<td>Minimum list of document users to be notified upon release of document update</td>
<td>All Academic Staff and Students</td>
</tr>
<tr>
<td>4</td>
<td>Document change history</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DCN #</td>
<td>Date released</td>
</tr>
<tr>
<td>C</td>
<td>018/2105</td>
<td>26/03/15</td>
</tr>
</tbody>
</table>

**Change history (Section/change details)**
- Transferred Section 'Key Terms', Section 12, to Doc 009 ‘General Rules and Regulations’
- Transferred Section 5, 7 and 11, to new Doc 188 ‘College Board Procedures’
- Removed duplicated Sections 13, 14, 15 and 16 (already included in Doc 009)
- Removed Appendix ‘A’; issued as separate Doc 292 ‘Assessment/Examination Appeal’
- Removed Appendix ‘B’; issued as Doc 104 ‘Request for Consideration of extenuating Circumstances (TCA and non-TCA)’.

---

**PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT**

### Instructions for document users with access to College SharePoint System

All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College SharePoint system URL [http://eportal.mcast.edu.mt/Main/Pages/DocumentControl](http://eportal.mcast.edu.mt/Main/Pages/DocumentControl).

Document users who do have access to SharePoint are therefore encouraged **NOT** to retain printed hard copies of the Quality Management System documents.

If however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.

---

### Continuous Improvement

Procedures are meant to be ‘living’ documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 today!
INTRODUCTION

These key regulations are meant for students as well as lecturers. Directors of Institutes shall include a copy of these regulations in every programme handbook and shall ensure circulation among students and staff.

MCAST institutes shall adhere to these regulations at all times. Any exceptional decisions will need to be approved by the MCAST Council of Institutes (COI). Neither the programme tutor/s nor any other member of MCAST staff has the authority to interpret the regulations without the written consent of the Council of Institutes.

This document regulates the following programmes:
- All home-grown MCAST courses
- Level 1 MCAST Introductory Certificate courses (See also: Doc 060 Level 1 Introductory Certificate Course Regulations).
- Level 2 MCAST Foundation Certificate courses (See also: Doc 039 Foundation Certificate Course Regulations).
- MCAST-BTEC Diploma courses MQF Level 3
- MCAST-BTEC Extended Diploma courses MQF Level 4
- MCAST-BTEC Higher National Diploma courses MQF Level 5

Any other foreign courses offered by MCAST, e.g. City & Guilds, Association of Accounting Technicians (AAT), etc., shall follow these regulations. If and when a conflict arises between an MCAST regulation and the one prescribed by a foreign institution, it stands to reason that the latter shall prevail and provided the COI is at all times notified of such discrepancies.* In such cases, all other MCAST provisions and regulations referred to in this document shall continue to apply.

*N.B. One exception needs to be carefully noted. Irrespective of the fact that some foreign institutions may allow more than one resit opportunity or even an unlimited number of resit attempts or examinations, all MCAST students and staff shall note that, for ALL courses, foreign or home-grown, and for all assignments, tests or examinations, only one first sit and one resit opportunity, that is a total of two attempts shall be permitted.

No additional rules and regulations may be devised to supplement these official regulations.
1) ASSIGNMENTS AND ASSESSMENTS

1.1 All MCAST assignments shall be exclusively based on the prescribed programme learning outcomes and shall follow the Council of Institutes (CoI) approved regulations and procedures in all detail. No alterations, deductions or additions to the originally declared unit outcomes shall be allowed.

1.2 All assignments shall be verified by the internal verifier/s. The latter shall ensure that all established programme requirements and documentation are in place and perfectly in line with CoI approved practice. Verifiers shall also ensure that candidates are given an opportunity to demonstrate their knowledge and competency and that assessors shall be able to make sound professional judgements.

1.3 A variety of assessment instruments shall be used to gather and interpret evidence of learner competence to pre-established grading criteria which are made known in writing to the student at the launch of the assignment.

1.4 Assessment for the Level 1 and Level 2 courses is graded as Pass or Fail. Assessment for the Level 3, Level 4 and Level 5 courses is graded as Pass, Merit, Distinction or Fail.

1.5 For a full explanation of Level 1 and Level 2 programme requirements and progression entitlement, students shall refer to the specific regulations of the Level 1 and Level 2 programmes for both Key Skills and Vocational components.

Document Reference:
Doc 039 : Level 2 MCAST Foundation Certificate courses
Doc 060 : Level 1 MCAST Introductory Certificate courses

1.6 For the Level 3, Level 4 and Level 5 courses, students are expected to obtain a pass mark, at the threshold level of achievement (i.e. the Pass level), by satisfying all the Pass criteria for each unit. Students shall obtain a Merit if they satisfy all the Pass and all the Merit criteria. They shall obtain a Distinction if they satisfy all the Pass, all the Merit and all the Distinction criteria. Students are advised that they stand to benefit if they attempt to satisfy the Merit and the Distinction grading criteria.

1.7 Students on all courses, who, following the publication of results and the lecturers’ feedback regarding their first attempt, are found not to satisfy any of the Pass and/or any of the Merit and/or Distinction grading criteria, shall be allowed to present additional and/or remedial work on the date set by MCAST for the second and final attempt. This shall only be permitted if certain conditions have been satisfied by the student. (Para 1.8, and paras 2.1 to 2.9 refer).

1.8 Students who, on the deadline for the first attempt, do not submit work for the Merit and/or Distinction criteria or who do not make a serious attempt to satisfy the Merit and/or Distinction criteria, shall not be allowed to present work to satisfy any of these criteria on the established deadline for the second attempt.

1.9 Second attempt work which is presented late, shall not be accepted.
2) LATE WORK SERIOUS ATTEMPTS

Students would do well not to take the deadlines issue lightly and to realise that they would be risking a lot when they do not present work when first due.

Continuous assessment of work typically warrants continuous effort and application on the part of the learner. If such work is left to accumulate and/or overlap with the delivery of new units and further assignments, students will find that they are unable to complete the work expected of them by the prescribed deadlines. This shall have a negative impact on their performance.

2.1 The assignment front sheet for students shall include the following information:

(i) the date of issue of the assignment,
(ii) the submission date for first attempt work,
(iii) the projected submission date for any work which may need to be produced as a second and final attempt.

2.2 Students are advised to fully understand the implications when deadlines for the presentation of work are not respected. In dealing with this issue, MCAST shall follow the Council of Institutes (CoI) approved common policy for all its courses.

2.3 Late work shall not be accepted and shall not be assessed. In such cases, students would have forfeited their first assessment and the relative lecturer’s feedback opportunity. They may still present work on the date prescribed for what shall be considered as the second and final chance to submit work. In all such cases however, and irrespective of the level of the course, students may only achieve a Pass or a Fail grade, after which the study unit is signed off and no further resits shall be allowed.

2.4 It shall be noted that the deadline for the second and final attempt is a previously projected date. This shall normally be planned at ten college days after the distribution of the lecturers’ assignment feedback forms to the students. In order to avoid complications, these forms shall be distributed to the whole group of students on the same day. No further extensions shall be allowed after the deadline set for the submission of the second and final attempt.

2.5 Some institutes may be constrained to issue different regulations with regard to the timing of second attempts. In such cases, and provided they have been approved by the CoI, regulations shall be made known to students and lecturers through the institute specific handbook. This shall be distributed to all students at the beginning of the academic year.

2.6 In the case of Level 1 and Level 2 courses, and provided that a serious first attempt has been made to satisfy the assessment Pass criteria, students shall be given the necessary feedback, as a result of which they may be able to pass the study unit.

2.7 In the case of Level 3, Level 4 and Level 5 courses, and provided that a serious first attempt has been made to satisfy all the assessment Pass criteria, students shall be given the necessary feedback, so that they may reattempt any or all the Pass criteria only, as a result of which they may be able to achieve a Pass. Unless all the Pass criteria are met when submitting second attempt work, students shall fail the unit.

2.8 In the case of Level 3, Level 4 and Level 5 courses, and provided that a serious first attempt has been made to satisfy all the Pass assessment criteria and all the Merit grading criteria (though not the Distinction criteria), students shall benefit from the lecturers’ feedback and ONE referral opportunity, as a result of which they may be able to achieve a Merit as a
maximum grade. Unless all the Pass criteria are met, students shall fail the unit. If all the Pass criteria are met but not all the Merit criteria are met, students shall achieve a Pass.

2.9 In the case of Level 3, Level 4 and Level 5 courses, and provided that a serious first attempt has been made to satisfy all the Pass assessment criteria, all the Merit grading criteria and all the Distinction grading criteria, students shall benefit from the lecturers’ feedback and ONE referral opportunity, as a result of which they may be able to better their grade. If all the Pass and all the Merit criteria are met, but not all the Distinction criteria are met, students shall achieve a Merit.

2.10 A candidate shall indicate by means of explicit references when citing the work of others. Work produced by the same candidate for a different study unit shall not be resubmitted for assessment in another unit.

Reference Document
Doc 032 Plagiarism Policy

2.11 Plagiarism shall preclude students from assessment and may carry further penalties as envisaged in the College’s policy regarding the subject

Reference Document
Doc 032 Plagiarism Policy

3) ASSIGNMENTS AND STUDENTS’ SUBMISSION OF WORK

3.1 If students happen to be absent when an assignment brief is issued, they shall be exclusively responsible to collect the assignment from the lecturer as early as possible on their return to the institute. Nobody else, except the student himself, shall be responsible if the assignment brief remains uncollected.

3.2 Assignment deadlines shall only be changed in exceptional circumstances and then only by the authority of the Director.

3.3 Students’ work shall only be presented on the prescribed submission date. If unable to be present on the submission date, students are expected to make arrangements for somebody else to present the work on their behalf.

3.4 All assignments shall be handed in before 4.00 p.m. on the due date.

3.5 Directors shall ensure that lecturers hold an appropriate record of all assignments received. Such records may be requested by the college QA team at any time.

3.6 Staff receiving assignments shall understand that the safekeeping of students’ work in their possession is paramount. It is in the interest of lecturing staff to keep records which evidence good practice in this regard.

3.7 For all written assignments, students shall make and retain a photocopy before parting with their work for assessment. No claims shall be accepted or considered if the student’s photocopy of the written work is not made available in the event of a request arising for any reason whatsoever or for necessary verifications.

3.8 In those instances where 3D experimental work, 3D outcomes or practical work are expected,
students shall keep an appropriate photographic record of the work they submit for assessment. No claims shall be accepted or considered if the student’s photographic records are not made available in the event of a request arising for any reason whatsoever or for necessary verifications.

3.9 Assignments shall normally be marked by the lecturer within three college weeks of the published submission date.

3.10 Grades are always subject to Internal Verification and according to Col agreed practice.

3.11 Individual feedback by the lecturer shall be given to students on the institute’s official “Assignment Feedback Form”. This may also be done electronically.

3.12 The lecturer’s feedback shall state what has been achieved or not achieved and possible areas for development.

3.13 Assessed work shall normally be returned to the students following the signing off of the study unit/s. Irrespective of when assessed work is returned to the students, a personal or general verbal feedback shall be given during the next individual or group/class tutorial which is expected to take place within three weeks from the first submission of the students’ work. It is in the lecturers’ interest to keep a record of any work they have returned to the students.

3.14 Assignments which fail to achieve a pass at the first attempt, shall normally be marked “Referred” (see “Referral” under key terms, page 1).

3.15 Students who receive a referral grade may need to arrange a referral tutorial in order to clearly establish what work still has to be completed. It shall be noted that the unit’s Pass criteria constitute the minimum amount of knowledge or learning which students are expected to have gained in order to satisfy the prescribed unit criteria. If the work submitted following resubmission does not satisfy the stated Pass requirements, the student shall fail that assignment and therefore the whole study unit.

3.16 The date for any remedial or additional work which is to be completed as second/final attempt material shall normally appear on the assignment front sheet. Irrespective of any reason or circumstance, students shall note that only ONE referral opportunity per assignment, assignment task, test, exercise, or any other assessment instrument adopted, shall be offered. Students who qualify for a referral shall note that a referral shall invariably be a last, final opportunity to submit work.

3.17 If students are absent when assessed work is returned, it is their responsibility next time they are at the Institute to collect their work from the lecturer. Nobody else, except the students themselves, shall be responsible if the work remains uncollected.

3.18 Assessment instruments consisting of time-constrained exams have their own set of rules and regulations

Reference Document
Doc 056: Students’ Conduct During Assessments-Examinations

3.19 The Board of Studies may require a candidate to be orally examined (viva voce) in addition to taking those assessments prescribed in the programme specifications. Reasons for such action shall be communicated to the student/s. Viva voce examinations shall be conducted by more than one examiner and a record of the examination and examination outcomes kept.
3.20 MCAST holds the right to keep and/or exhibit students’ work such as any written work, drawings, graphics, models sculpture, etc., up to one year after the end of the course during which such material was produced.

4) ASSESSMENT OF GROUP WORK

If managed correctly, group work assignments can help learners develop competencies in:

- Collaboration / teamwork
- Communication / listening
- Conflict management
- Leadership / project management
- Articulating and defending a position
- Negotiating ability
- Problem-solving

Group assignments come with their fair share of challenges, among which:

- Logistical challenges
- Time coordination
- Lack of time to form strong group bonds
- Personality conflicts among group members
- “Hitchhikers” who are along for the ride and are happy to leave the work to others
- “Hijackers” who want to take over the project themselves

4.1 One or more of the learning outcomes of a module may be assessed by groupwork. This shall be clearly stated in the module assignment front page.

4.2 The way a group assignment is structured shall make it possible for lecturers to identify each individual’s contribution in the work submitted for assessment.

4.3 A clear declaration stating the candidates’ own claims to their contributions shall accompany the final work submitted. This shall be countersigned by all the co-workers to indicate that they are all in agreement with each candidate’s claim. The assessor/s may still wish to verify claims through a viva voce and/or any supporting evidence.

4.4 Irrespective of the nature of the work expected, individual contributions will be assessed separately. Students will be held individually accountable for their contribution to the project. Learners shall understand that there is no hiding or slacking tolerated just because it is a group assignment.

4.5 Feedback for both formative and summative work shall be made available to all group members not simply a group representative.

4.6 Being a group assignment, and for the purposes of transparency in assessment, when a student or students in the group are given a resit opportunity in line with existing regulations regarding resits, this shall be discussed openly in the presence of all team members and the additional work expected unequivocally agreed upon.
4.7 If any form of credit will additionally be allocated for process (such as how well the team collaborated) this shall be stated in the assignment front page.

4.8 Module documentation should clearly identify to students:

a. How groups will be formed, e.g., self-selecting or pre-assigned, and:

   i) strategies that will be applied if students drop out of groups (i.e. withdraw from the module).

   ii) if groups are to be self-selecting what the minimum / maximum size of the group should be. Four or five is a good number for most group activities.

b. How groups will be managed, e.g., whether this will be student led or if a group will be assigned a tutor, and:

   i) if a group is assigned a tutor, the tutor must be clearly defined. Thus, for example, students must be informed if a tutor is observing group meetings in order to assign a process mark to each group participant. (See clause 4.7)

   ii) what groups should do if a member is not contributing irrespective of the reason.

5) EXTENUATING CIRCUMSTANCES

Circumstances not considered to be extenuating circumstances are defined in the document referenced below.

Reference Document
Doc 188 : College Board Procedures

Being unable to attend, complete or submit work in good time

5.1 Students who cannot hand in an assignment for any unit by the deadline set, owing to college-recognized, previously known extenuating circumstances shall normally apply for consideration of an extension at least three days before the assignment deadline.

5.2 An official Assignment Request for Extension Form (refer to document below), available from the secretary’s office and the MCAST website, must be completed explaining the reasons as to why work cannot be completed by the submission date.

Reference Document:
Doc 104 : Request for Extension of Assignment Submission Form (All courses excluding MCAST BTEC Level 4, October 2014 intake onwards)

5.3 An extension shall only be granted if a student can provide credible evidence of an extenuating circumstance which is considered valid by the Director of Institute. An extenuating circumstance shall consist of the recording of one or more college-recognized, personal difficulties, which is/are supported by acceptable evidence.

5.4 The Director is entitled to decide on any extension requests made by students as a result of known extenuating circumstances. The Director’s decision regarding extension requests shall
be communicated to the student with immediate effect. The decision shall be entered by the
director on the same “Request for an Extension Form” and shall bear the director’s signature
and date. The Director shall bring to the attention of the Board of Studies (BoS) all vetted
application forms. Details of all cases shall feature in the minutes of the meeting of the BoS.

5.5 Extensions shall not normally be given on the day the assignment work is due to be submitted.
Students are reminded that they must apply for an extension a minimum of three working days
before the submission date.

5.6 If students are ill within three working days of the submission date, they can telephone or e-mail
the Director of Institute, requesting an extension. In the case of illness, a doctor’s medical
certificate shall be required. In other cases, the institute shall inform the student which
evidences are required.

5.7 A copy of the Assignment Request for Extension Form shall be kept in the lecturer’s file and a
second copy shall be held by the institute administration for records purposes. The original,
which is held by the student, shall be attached to the assignment when the work is submitted.
Lecturers shall proceed with the assessment of work in the normal way, provided the Application
Form bears the Director’s signature as evidence that the granting of an extension has been
approved.

Significantly affect performance in any assignment.

5.8 No student shall be put in a position of unfair advantage over other candidates; the aim should
be to enable all students to be assessed on equal terms.

5.9 All work submitted by students for assessment shall be graded, in the first instance, on its
merits without consideration of any extenuating circumstances known to the marker.
Extenuating circumstances shall not be used by assessors to alter the grades of students.
Only the Board of Studies is authorized to make such decisions.

5.10 Students must bring to the notice of the Director of Institute or his/her representative, any
unexpectedly occurring extenuating circumstance, say, a significant incident occurring during a
time-constrained examination and possibly affecting performance, as early as possible when
this occurs. It is in the interest of students to submit reports on the same day if possible,
together with evidence of any claims made.

5.11 Extenuating circumstances shall be considered by the Board which is set up to look into such
circumstances. The Board shall be made up of the Director and 2 nominees chosen by the
Deputy Principal (QA) in the following circumstances:

(i) in considering whether a student may progress to the next stage of the programme;

(ii) in determining the grade or classification for a qualification where the student is
borderline or there are conflicting classifications in the profiles of grades.
5.12 Extenuating circumstances shall not normally be taken into account where the circumstances have already been addressed (for example, by special assessment arrangements). Special assessment arrangements shall normally be agreed at enrolment, in cases of known disability and, where applicable, agreed in writing with the student at least five working days before an examination period begins.

5.13 In a timely manner, students shall bring to the attention of the Director of Institute or the Deputy Director, any extenuating circumstances. If the extenuating circumstance is brought to the attention of the Director or the Deputy Director after an assessment has been concluded, the request shall only be considered if the student is able to prove that he/she was unable or, for valid reasons, unwilling, to disclose them before.

6. PROCEDURES

6.1 Only extenuating circumstances submitted directly by the student to the Director or, in the absence of the Director, to the Deputy Director, on the prescribed application form referenced to below will be considered.

Reference Document:
Doc 104 : Request for Consideration of Extenuating Circumstances (TCA and non-TCA)

6.2 The extenuating circumstances claimed by the student shall be summarised by the Institute Director noting what documentary evidence has been supplied. The Director shall report the decision to the Board of Studies. The student making the request may wish to keep the student representative on the Board of Studies informed of his/her request.

6.3 The assessors will consider the full history of the (summarized) extenuating circumstances. Where this is used by the Board of Studies in determining a new grade or classification of the qualification awarded, the Director, or the Deputy director, shall enter a signed and dated explanatory note.

7. RIGHTS AND RESPONSIBILITIES OF INTERNAL VERIFIERS AND EXTERNAL ASSESSORS

7.1 Rights

7.1.1 To make recommendations for amendments to draft assessment instruments, including examination papers, in consultation with the appropriate lecturers.

7.1.2 To check any assessment material relating to the modules concerned; particularly, but not exclusively, to see any scripts, coursework, project reports, design, artefact or similar material relating to the assessment with which they are specifically associated, and, where appropriate, industrial training/placement, school experience or similar reports. To meet the students being assessed only where appropriate.
7.1.3 Where assessment by coursework or continuous assessment forms part of the approved assessment and/or examination arrangements, to choose their own representative sample of scripts or other material for assessment at final or key intermediate stages.

7.1.4 To negotiate and approve a student's choice of project, individual study or dissertation included in the final stage of study.

7.1.5 To be fully involved in decisions:
(i) reached by the institute assessment team following a request for review by a student, where it has been agreed to settle the request informally.
(ii) made by the lecturers following the upholding of requests for review via an appeals process.
(iii) reached by the lecturers involved in assessment following the recommendation by the Board of Studies for review of an assessment resulting from the application of clauses relating to extenuating circumstances.

7.2 Responsibilities

7.2.1 to give feedback in writing to the lecturers on the content and form of assignments and assessments.

7.2.2 to sample an appropriately representative sample of students' work from Pass, Merit, Distinction, Referral and Fail grades.

7.2.3 to advise on the appropriateness and effectiveness of the assessment processes, the appropriateness and effectiveness of the relevant assessment procedures, the desirability of any recalibration or (exceptionally) remarking of assessed work, and the appropriateness of the standards against which the assessment process has taken place.

7.2.4 to adjudicate in cases referred to them because of uncertainty or disagreement between assessors.

7.2.5 to inform in writing the Director of Institute of any matter which in their view militates against the maintenance of appropriate academic standards and quality.

7.2.6 to call a meeting for Lecturers and/or the assessment team/s, for which the Director shall be present. Minutes shall be kept and disseminated among members.

7.2.7 to attend any meeting called by the assessment team/s and for which the Director shall be present. Minutes shall be kept and disseminated among members.
8. THE QA ASSESSMENT RESPONSIBILITIES

8.1 It is the responsibility of MCAST (through the Deputy Principal responsible for QA, the QA team, Directors of Institutes, Coordinators, Lecturers and other staff):

8.1.1 To ensure that students and lecturers are aware of the implications of assessment regulations and that these regulations are fairly applied;

8.1.2 To ensure that adequate notice of the details of assessment arrangements is given to each student;

8.1.3 To advise students who find themselves in difficulties about their rights or obligations under the assessment regulations, and to inform students, when necessary, about the range of options open to the institute assessment team in a particular case where the regulations allow discretion to the team;

8.1.4 To investigate any cases of alleged injustice in the assessment of students, and to ensure that such cases are dealt with fairly;

8.1.5 To ensure that students notifying adverse academic personal or medical circumstances are not unfairly disadvantaged and that the Director of Institute is fully informed of any known circumstances which might affect assessment decisions;

8.1.6 To ensure that any special arrangements for the assessment of students with disabilities are provided as agreed;

8.1.7 To ensure that a report is made to the Director of Institute of any incident of academic misconduct;

8.1.8 To ensure that deadlines for the submission of projects, essays and other written work are fairly applied;

8.1.9 To keep records of students’ work submitted and to make these available to the institute Board of Studies and/or the MCAST QA team, as and when required;

8.1.10 To ensure that papers set for students being reassessed are appropriate for the programme of study as taught to them and that they have access to appropriate facilities to prepare themselves for the assignment/s set for them;

8.1.11 To ensure that students are given adequate advice and guidance on the full range of choices available to them under the assessment regulations;

8.1.12 To ensure for any given assessment, in any given study unit that grades for each student are generated in a consistent and transparent way.

8.1.13 To ensure that evidences of all notifications listed above are available for inspection by the Board of Studies and/or the MCAST QA team.
9. STUDENT’S REQUEST FOR A REVISION OF PAPER

9.1 Within five college days of being notified of the result of an assessment, a student who wishes to contest the decision must seek an appointment with the lecturer in charge, in an endeavour to resolve the matter satisfactorily and amicably. The student shall be entitled to see and discuss the marked exam script or assessed work with the lecturer concerned.

9.2 If, following the meeting with the examiner/assessor, the student is still not happy with the outcome; he/she may wish to lodge a formal appeal against the assessment decision. For such purposes, the student shall fill in the Examinations/Assessment Appeals Form referenced below and submit it to the Director of Institute within 10 college days.

Reference Document:
Doc 292 : Assessment / Examination Appeal Form