

Rotunda Appeals Procedure

The following sets out the appeals procedure for Rotunda. This procedure covers the process for raising appeals against an academic decision that has been made. Should a learner feel that proper process has not been followed or that the academic decision was not made in accordance with the regulations of the programme of learning then they may appeal to our Operations Manager via one of the following methods:

Call: 0151 207 2176

E-mail: mennis@therotunda.org.uk

Write to: Maxine Ennis, Rotunda College, 107- 115 Great Mersey Street, Kirkdale, Liverpool, L5 2PL

Examples of areas where an appeal may be raised are as follows:

- If the learner believes that Rotunda has not applied procedures consistently or that procedures were not followed properly, consistently and fairly;
- If the learner is not satisfied with the conduct of the assessment and believed it disadvantaged them; and
- If the learner feels that the premises/environment for assessment has disadvantaged them.

(Should a learner wish to appeal against a decision made after a complaint has been investigated then please refer to our Complaints Procedure).

When you contact us, please give us your full name, contact details, and include a daytime telephone number along with:

- A full description of your appeal (including the subject matter and dates and times if known);
- Any names of the people you have dealt with so far;
- Copies of any papers or letters to do with the appeal; and
- Any other factors for consideration such as any extenuating circumstances that the learner either did not address at the time or believes that were raised but were not taken into consideration when the decision was made.

Appeals will be investigated and a review panel may be formed in order to reach a decision. We aim to investigate and respond to appeals within 14 days.

This will be the final route of escalation within our company. Therefore, if you remain unhappy after following our own internal appeals procedure then



please contact the Awarding Organisation directly. The Awarding Organisations at Rotunda are:

- Highfield Awarding Body
- NOCN Awarding Body
- NCFE Awarding Body

Should you address your appeal to an awarding body and remain unhappy with the outcome you may then raise your appeal to the relevant qualification regulator. Either a representative of Rotunda Ltd or the awarding body will be able to offer you guidance on the appropriate qualification regulator in each instance and provide contact details.

If you have any queries about the contents of this policy, please contact the Chief Executive Officer directly on 0151 207 2176.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	09/04/2024	Annual	10/04/2025	