



Academy of South Indian Music

Faculty of Fine Arts

Appeals Policy

Version: V1.01 | Effective Date: 17th September 2026 | Next Review Date: September 2028

01 - Purpose of this Policy

The purpose of this policy is to provide a clear and detailed overview of the appeals process for learners and their representatives. It outlines how to challenge decisions regarding assessment outcomes and ensures that all learners have access to a fair and transparent procedure when appealing assessment results conducted by our Academy.

02 - Our Commitment

We are committed to upholding a fair, consistent, and transparent assessment process. All examiners follow a rigorous marking system that ensures equal treatment for all candidates.

- **Theory and Practical Exams** are marked strictly according to our official marking scheme. This document defines the exact criteria, required keywords, and accepted alternative responses for questions that require long worded answers. Marks are awarded based solely on the accuracy and relevance of the candidate's response.
 - **Handwriting, Drawing Ability, Spelling and Grammar** do not influence marks unless they compromise the clarity or meaning of your answers.
-

03 - Appeals Process Overview

Our exam appeals process is **free of charge**, subject to review, and aims to ensure all concerns are addressed fairly and professionally. If you choose to appeal your result:

- Your music teacher will be involved in the review process.
- Your practical score and marked theory paper will be shared with your teacher, who will review your performance with you and offer guidance.

Confidentiality Notice: Official exam papers and completed examination materials **are not** shared directly with students. Reviews and feedback processes will be conducted by us, alongside your music teacher to maintain the confidentiality of our examination process.

04 - How to Submit an Appeal

An appeal may only be submitted **after** the candidate has received their official assessment results. All appeals **must clearly state the specific grounds** on which the candidate believes their result is inaccurate or unfair and should be reconsidered.

Submit a written appeal via email to our Exam & Admissions Team within **(7 days)** of receiving your exam results to support@asimexam.com. Be sure to include the following details:

- Student's full name
 - Grade and subject
 - Your teacher's name
 - Brief description of your concern
-

05 - Review and Decision Process

1. Initial assessment

Your appeal will be reviewed by our support team and a decision will be made as to whether the appeal is valid and we should proceed.

2. Reviewing your concern

If the appeal is deemed valid, your music teacher will be involved in the review process to help assess your exam performance and provide input on the appeal outcome.

If the appeal is accepted:

- Your result will be amended accordingly.
- All relevant documentation will be updated to reflect the change.
- Both you and your teacher will be notified.

If the appeal is rejected:

- You will receive a clear explanation outlining the reasons for the decision.

3. Final closure

If no response is received within **(7 days)** of our decision being communicated, the appeal will be closed and no further action will be taken.

Protection of Original Marks

If the appeal process results in a lower mark than the original result, the original, higher mark will stand. The Academy will honour the initially issued result if it is more favourable to the candidate. This is intended to encourage open and fair appeals without fear of penalty.
