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**Stage 2 Academic Appeal form**

Please read the Academic Appeals Policy and Procedure before considering whether to submit an appeal.

Please review the guidance provided in this form before completing it and sending it. This form should be completed electronically, dated and signed before submitting (electronic signatures are accepted).

Appeals following the publication of results from the main assessment period must be submitted (along with supporting evidence) within 10 working days of publication of results..

Appeals following the publication of results from the reassessment or second reassessment period must be submitted within 5 working days of publication of results.

Correspondence related to your appeal will only be sent to your HSU e-mail account so please make sure you check this regularly.

Appeals submitted after the deadline will not normally be considered.

**Details**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Course** |  |
| **Level** |  |
| **Year of Study** |  |

**Grounds for Appeal** (please tick):

1. Material irregularity or significant administrative error in the assessment process.

2. Assessment was not conducted in accordance with the regulations for the course.

☐ 3. There is evidence of bias, or prejudice by the examiners which affected the academic result or decision

4. My performance in assessment affected by illness or other factors which, for valid reason(s), I was unable to divulge before the meeting of the Assessment Board.

**Enter the assessment(s) affected by your appeal**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Number** | **Specific assessment (if applicable, eg practical)** | **Date of specific assessment** | **Unit outcome** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| **Please provide the details of the stage 1 informal stage discussion with the Course team.** |
| Click here to enter text. |

| **Please outline the details of your case for appeal in the box below. Please provide as much detail as you are able. Supporting evidence must be attached- please confirm the details of the evidence submitted in the space provided.** | |
| --- | --- |
| Click here to enter text. | |
| **Confirm evidence submitted**  **(List all documents provided)** |  |

|  |
| --- |
| **Please confirm any additional discussions or support that has already been provided, including dates and details.** |
| Click here to enter text. |

| **Please indicate, without prejudice, what outcome or further action you are requesting. Please ensure you read and understand the guidance relating to this available at the end of this form.** |
| --- |
| Click here to enter text. |

Your form will be reviewed by the Appeals Investigation Panel in accordance with the policy.

If your application for appeal is deemed as having grounds, it will be considered by the Appeals Board. The Appeals Board normally meets virtually via MS Teams. You are entitled to represent yourself at the Appeals Board and to be accompanied by a friend or representative who may not act in a legal capacity. Please indicate below whether you would wish to attend and whether you would be accompanied, by ticking the appropriate boxes

☐ (a) I wish to be present at any appeals board relevant to my case.

(b) I do not wish to be present at any appeals board relevant to my case.

(c) I will be accompanied by a friend or representative (please give name below, if known at this point)

Click here to enter text.

***Checklist and Declaration***

***Please confirm the following by ticking each box. Incomplete forms will***

|  |  |
| --- | --- |
|  | I have read and understood the Academic Appeals Policy and Procedure |
|  | I have discussed my assessment results with the course team (Stage 1) |
|  | I have provided all required information within this form |
|  | I am submitting the form and evidence in accordance with the relevant deadline |
|  | I have included all relevant evidence |
|  | I have signed and dated the form |

I confirm that the information given in this form is to the best of my knowledge true, and that the attached independent evidence is genuine. I understand that by knowingly making a false declaration I may render myself liable to disciplinary action.

Signed::………………………………………. Date: Click here to enter a date.

Please send this form and all evidence to [studentgovernance@aecc.ac.uk](mailto:studentgovernance@aecc.ac.uk)

Emails should be titled ‘Academic Appeal’ and reference your course of study.

We will confirm receipt of your appeal within 3 working days.

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Academic Appeals Policy and Procedure

Student Guidance- Submitting an Academic Appeal

***What is an Academic Appeal?***

An academic appeal is defined as **a request for a review of a published decision of an academic body (Assessment Board) charged with making decisions on learner assessment, progression (i.e. progress from one stage or level of a course to the next) and awards**.

***When can I submit an Appeal?***

* As the appeal is a request for a review of the assessment board, you can only submit an appeal after your results have been formally communicated via the results letter from Registry.
* All appeals must be submitted by the deadline provided in your results letter.
* You need to raise any concerns or questions with the course team first, as they may be able to explain the outcomes and address any concerns you may have
* You must have valid grounds for making an appeal. You may submit an appeal on the following grounds:

i. there has been a **significant procedural error** in the assessment process that had a serious impact on the learner’s performance, such that the assessment outcome would likely have been different had the error not occurred and/or

ii. the assessment was **not carried out in accordance with the regulations** for the course and/or

iii. Staff have not acted fairly towards them by showing **bias** in the way they have made the relevant academic decision and/or

iv. their performance in assessment has been **affected by illness or other factors which, for valid reason(s), they were unable to disclose**, by the deadline for presenting evidence of exceptional personal circumstances. (See the Policy for the consideration of Exceptional Personal Circumstances).

* The following do not constitute grounds for appeal:
* Disagreement with the academic or professional judgement of the examiners (that is, the decision made by academic staff on the quality of the work, or the criteria being applied to mark the work). This means that a mark or outcome cannot be challenged on the grounds that, in the learner’s opinion, it is not what the work deserved.
* Disagreement with the conclusions reached by the panel which considered their exceptional personal circumstances
* Lack of awareness by a learner of relevant University regulations or policies or the requirements of instructions for a particular assessment.
* Disagreement of examiners with a learner’s viewpoint, argument or interpretation– this is a matter of academic judgement and not bias or prejudice.

Please be aware that an appeal based on the fact that you disagree with the grade or marks that you have been given will **not** be considered within the grounds listed above. This would be questioning the academic judgement of the markers and/ or assessment board.

You are also reminded that, without a valid reason (and evidence to support that reason), if you did not submit Exceptional Personal Circumstances for an extension/ postponement or Board Consideration ahead of the Assessment Board an appeal on this ground will not be upheld.

***What will happen to my Appeal?***

We will confirm receipt within 3 working days.

An Investigation Panel will be convened within ten working days of the deadline for Appeals.

As outlined in section 6 of the policy, your submission will be considered by the Investigating Panel who will consider if you have:

1. Used the correct policy and procedure to raise their concerns.
2. Legitimate grounds for an academic appeal.
3. Completed the informal resolution stage
4. Submitted the case within the required timeframe.
5. Submitted the case within the required format.
6. Provided appropriate evidence in support of their appeal

You will be notified of the outcome of the Investigation Panel. This will confirm one of the following:

1. the academic appeal will proceed to formal consideration at the Appeals Board
2. the academic appeal is rejected because it does not meet the criteria as outlined above
3. the case needs to be referred to a different procedure – for example if there are no grounds for appeal but it would be appropriate for a student to consider submitting a complaint.

Where deemed appropriate, an Academic Appeals Board will be convened in accordance with the Policy and Procedure. Normally this will be within 10 working days of the meeting of the Investigation Panel and all parties will be given a minimum of 48 hours’ notice of the date of the meeting.

Where every opportunity has been made to allow the student to attend the Academic Appeals Board, but they are still not able/decline to attend, the Board will take place in their absence.

***What happens if my appeal is not upheld?***

Learners may request a review of the decision of the Investigation Panel or Academic Appeals Board if they have evidence that:

1. the procedures did not follow appropriate arrangements and that this influenced or may have influenced the decision in some way;
2. the outcome was unreasonable, in the circumstances;
3. new material evidence has become available which the student was unable, for valid reasons, to provide earlier in the process. Learners wishing to present additional evidence must also demonstrate that it was not previously available, and explain why.

***What happens if my appeal is upheld?***

Even when an appeal is successful, learners will still need to complete and pass all elements of their work before progressing to the next stage of their course.

The University will usually aim to return you to the position you would have been in had the issues that you experienced not occurred.

This means that you will most likely be offered the opportunity to resubmit coursework or retake an exam.

Your marks will either be capped or uncapped depending on how many times you have already attempted that assessment.

In some cases, you may exceptionally be allowed a further assessment attempt even if you have already reached the maximum allowed under the regulations for your programme of study.

You will **not** be offered:

• Extra marks

• A grade uplift to the next classification

• A pass mark without submitting or resubmitting any work