

Procedure for Making an Appeal against a decision of an Assessment Board

DEADLINES

Your appeal must be submitted to the Director of Adult & Higher Education within the deadline.

Your appeal could be dismissed without consideration if you miss the deadline.

If your appeal is against a decision of an Assessment Board other than those listed in this table below	the deadline is 28 days from the date of the results being published
If your appeal is against a penalty for academic misconduct	the deadline is 10 days from the date of the letter or email informing you of the penalty
If your appeal is made after you have followed the Complaint & Grievance Procedures	the deadline is 10 days from the date of the written result of the Complaints procedure
If you are studying with a partner institution collaborating with Middlesex University, you must follow their own appeal regulations first. If you are dissatisfied with the outcome, you can then appeal to Middlesex University	the deadline is 28 days from the date of the Collaborative Institution's letter of appeal outcome.

What is the point of making an appeal?

Make an appeal if you consider that an injustice has occurred in the assessment of your work that the Assessment Board did not take into account when making the decision concerning your progression, module grade or final award. See the section below 'Under what circumstances should I appeal?' for the grounds on which an appeal would be investigated.

If your appeal is successful, the Assessment Board will review its original decision, which might then be altered to your advantage (it would not be altered to your disadvantage).

A successful appeal might result in one or more of these outcomes:

- the classification of your degree is reconsidered;
- your work is re-marked;
- a module grade is raised;
- a numerical grade is replaced by an administrative grade;
- an administrative grade is replaced by a numerical grade;
- compensation of a grade is agreed (although not normally for a project or dissertation module);
- a deferral of your first attempt of a module's assessment is retrospectively agreed;

- a deferral of your second (resit) attempt of a module's assessment is retrospectively agreed;
- you are allowed to retake (with attendance and fee) the whole module;
- an exceptional further attempt of the assessment is offered;
- you are allowed to remain in or return to a full-time or sandwich mode of study;
- you are allowed to continue as a part-time student;
- you are re-instated onto your original award programme;
- a reassessment is allowed where attendance has been below the required minimum;
- a penalty for academic misconduct is reviewed.

What can I appeal against?

- an assessment result which has been confirmed by an Assessment Board and formally published on your record or in a letter to you from the Assessment Board;
- provisional marks or grades which have been approved by an Assessment Board but have not yet been moderated by the External Examiners and which may change following this moderation.

Under what circumstances should I appeal?

(a) If your performance in an assessment was affected by illness or other factors which you were unable or for valid reasons unwilling to inform the Assessment Board (through the College's concessions procedures) before it reached its decision.
FURTHER GUIDANCE on *Extenuating Circumstances* see *appendix a*

(b) If there was an administrative error in the management of the assessment.
FURTHER GUIDANCE on *Administrative Error* see *appendix b*

(c) If the assessment was not run in accordance with the programme of study regulations.
FURTHER GUIDANCE on *Regulations* see *appendix c*

(d) If the Assessment Board failed to consider circumstances, relating to the delivery of a module, which have adversely affected your performance in assessment and which have been subject to a complaint upheld via the Student Complaints and Grievance Procedures, and steps have not been taken to mitigate the effects of the circumstances.
FURTHER GUIDANCE on *Module Delivery* see *appendix d*

(e) That, following a penalty imposed for academic misconduct, you have any of the grounds for appeal listed under the academic misconduct regulations F8.4.
FURTHER GUIDANCE on *Academic Misconduct* see *appendix e*

(f) Some other irregularity occurred.
FURTHER GUIDANCE on *Other Irregularity* see *appendix f*

What can't I appeal against?

A mark or grade which has not yet been approved by the Assessment Board. (If you have a problem, we advise that you make an appointment to see your Module Tutor or Programme Leader);

The academic judgement of the assessors in assessing the merits of your work, in reaching a decision on your progression, or in deciding the final classification of an award. Academic judgement is based on the need of the Assessment Board to be consistent in its policy towards all students in the cohort and is subject to internal moderation and to external scrutiny. The Board will already have used its discretion in this way if your final award profiles show you to be between two classifications or show two profiles and/or you have submitted extenuating circumstances to the Assessment Board before the Assessment Board met;

that you did not understand or were not aware of the published regulations and procedures for a module, subject, programme, award or classification;

that you have changed address/email address without informing Registry which led to you not receiving relevant assessment information.

How can I check that I have been awarded the correct Honours or Masters degree classification?

You need to ask for a copy of the Colleges Academic Regulations. These are available on Moodle <http://moodle.psc.ac.uk> under Degree Programmes, Key Information & resources for HE students, HE Regulations & Procedures.

How do I make an appeal?

Before you make an appeal (except when your appeal follows either a complaint/Grievance or Academic Misconduct procedure) it is advised that you make every effort to discuss your problem with your Programme Leader, Module Tutor, or any other appropriate member of the academic or administrative staff.

This is because an appeal can take some weeks, and sometimes months, to settle and during that time you will be in a state of uncertainty, so it is important that you do all you can to attempt to solve the problem informally and quickly.

If an appointment has been made which means that your appeal (if you still need to submit one) will be delayed beyond the 28 day deadline, contact the Student Support Manager Marianne Geach within the deadline by email (mgeach@psc.ac.uk) stating that you wish to register an appeal which may be late and giving your name and student number. A new deadline will be arranged with you. When you submit your appeal you will need to explain in your statement the reason for it being late. If you have registered your appeal and your reason is valid, your appeal will be accepted.

If possible, the member of staff will consider your case and might advise you:

that they will ask the Chair of the Assessment Board (if they are not the Chair themselves) to either act on behalf of the Assessment Board or to request that the Board, at its next scheduled meeting or through 'Chair's Action', reconsiders its decision taking into consideration the new information that you have provided;

that they consider that there has been no error and that the Assessment Board's decision was based on a fair evaluation of your assessment performance and they will not recommend to the Board that it is reconsidered;

to discuss the matter with another appropriate member of staff;

that you should make a formal appeal.

Fill in the **Appeal Form**

Decide which reason or reasons your appeal will be based on:

(a) If your performance in an assessment was affected by illness or other factors which you were unable or for valid reasons unwilling to inform the Assessment Board (through the Colleges concession procedures) before it reached its decision.
FURTHER GUIDANCE on *Extenuating Circumstances* see *appendix a*

(b) If there was an administrative error in the management of the assessment.
FURTHER GUIDANCE on *Administrative Error* see *appendix b*

(c) If the assessment was not run in accordance with the programme of study regulations.
FURTHER GUIDANCE on *Regulations* *appendix c*

(d) If the Assessment Board failed to consider circumstances, relating to the delivery of a module, which have adversely affected your performance in assessment and which have been subject to a complaint upheld via the Student Complaints and Grievance Procedures, and steps have not been taken to mitigate the effects of the circumstances.
FURTHER GUIDANCE on *Module Delivery* *appendix d*

(e) That, following a penalty imposed for academic misconduct, you have any of the grounds for appeal listed under the academic misconduct regulations F8.4.
FURTHER GUIDANCE on *Academic Misconduct* *appendix e*

(f) Some other irregularity occurred.
FURTHER GUIDANCE on *Other Irregularity* *appendix f*

Write a detailed statement of your case using these notes for guidance.

Your statement will be regarded as a definitive statement of your case and cannot normally be added to later.

Include relevant documentary evidence.

For information about relevant evidence, see the links under point 3 above.

Your appeal may be delayed or dismissed if supporting evidence is not included. If your evidence is not available to you and means that your appeal will be delayed beyond the 28 day deadline, contact the Student Support Manager within the deadline by email (mgeach@psc.ac.uk) stating that you wish to register an appeal which may be late and giving your name and student number. A new deadline will be arranged with you. When you submit your appeal you will need to explain in your statement the reason for it being late. If you have registered your appeal and your reason is valid, your appeal will be accepted.

Send your

- form,
- statement and
- evidence

within the deadline to the Appeals Officer:

by email to: mgeach@psc.ac.uk

by post to: c/o the Student Support Manager

Peter Symonds College
Adult & Higher Education
Stoney Lane
Winchester
Hants SO22 6DR

If you do not receive a receipt within 7 days - email the Student Support Manager (mgeach@psc.ac.uk) to check that it has been received.

What is my status as a student whilst my appeal is being considered?

You should continue as if you had not submitted an appeal: ie) the Assessment Board's decision remains in force until the Board is notified by the Director of Adult & Higher Education that the decision is cancelled. You should therefore meet any requirements for referral, resubmission, etc, until the appeal is completed. This will not prejudice the outcome of the appeal.

You will normally be permitted by an Assessment Board to continue to the next stage of your studies if you have complied with all the University and Programme of Study regulations apart from the decision you have appealed against. This is solely to help ensure that, if your appeal is upheld, you would not be academically disadvantaged. This entitlement will continue until, if the appeal is unsuccessful, the date of the letter formally notifying you of the outcome of the appeal.

However there are exceptions to this permission and it is possible that the Assessment Board may not allow you to continue if

- **the next stage of your programme is a PLACEMENT, and it is judged that it may be against the interests of other people who would be affected by the placement. You will need written permission from the Chair of the Programme**

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Progression Committee to attend the placement. They are not obliged to give this permission to you.

or

• the next stage of your programme requires that you have passed a PRE-REQUISITE MODULE that you have failed and are appealing against. You will need written permission from the Chair of the Programme Progression Committee or Programme Leader to progress. They are not obliged to give this permission to you.

or

• you have been EXPELLED from the College following an investigation into academic misconduct. You will need written permission from the Director of Adult & Higher Education to attend the College. They are not obliged to give this permission to you.

If you are applying for a job or further course of study, you may inform your prospective employer or university of the classification and grades you have been awarded by the Assessment Board, but may add that you have submitted an appeal, and the decision may be reviewed: **However, do not assume that your appeal will be successful.**

You may attend the Graduation Ceremony if you have graduated and accepted an invitation. (No announcement or publication at the Ceremony mentions the classification of award). If the Assessment Board's original decision was that you have failed your programme of study, you may not attend the Graduation Ceremony.

What happens next?

The Student Support Manager then requests information from relevant staff and forms a case-file. When the case-file is complete, it is considered by the Director of Adult & Higher Education.

If the Director of Adult & Higher Education considers that there may be grounds for appeal they may request the Chair of the Assessment Board to review the Board's decision in the form of an informal settlement, or they may convene an Appeal Panel.

If the Director of Adult & Higher Education considers that there is no ground for appeal on the evidence available they will consult the Principal.

If the Principal agrees that there is no ground for appeal the appeal is dismissed.

If, however, they do not agree to dismiss the appeal

- either an informal settlement is arranged with the Assessment Board
- or an Appeal Panel is convened to consider the case.

You are informed in writing of the outcome to your appeal.

What is an informal settlement?

If either of the people considering your case decide that there are grounds for appeal, the Chair of the Assessment Board may be invited to request the Board to

review its decision in the light of the information given in your appeal.

What is an Appeal Panel?

- Following the decision that you do have grounds for appeal, an Appeal Panel is held only if an informal settlement cannot be reached.
- The Panel is called to clarify evidence by questioning those who have submitted it, enabling the Appeal Panel to reach a just decision.
- If a Panel is to be called, you will be invited to attend and will be sent all the relevant information.
- The Panel normally consists of three senior members of staff from as many different areas of the College as practical and where possible one student currently studying on HE programmes. It will be chaired by the Higher Education Quality Manager. No-one is eligible to be a Panel member who has taught you or is likely to teach or assess you.
- You can be accompanied by a companion, but not a legal representative, bring and question witnesses, and comment on the evidence.
- If the Appeal Panel finds that an injustice appears to have been caused to you, it will require the Assessment Board to review its decision and will submit all its findings for the Assessment Board's consideration.

How long does an appeal take to resolve?

An appeal can normally take between 3 weeks and 4 months to be resolved, depending on how complicated the issues are and the availability of relevant members of staff.

Could my grades be lowered because I make an appeal?

No - any change in the Assessment Board's decision will not disadvantage you.

How confidential is my appeal?

Your appeal is kept as confidential as possible and within the College. Whilst the investigation is being carried out, the following people may be informed:

- Any member of the College or University staff who may be able to contribute to the investigation of your case.
- The Chair of Assessment Board.
- Two 'neutral' Senior Managers who may be requested to review your case.
- An Appeal Panel may be called, chaired by the Higher Education Quality Manager and normally consists of three members of staff and one student.

Papers will be kept on confidential file for up to six years, following which they will be

destroyed.

Who can I contact for advice on the progress of my appeal?

Members of teaching staff are unable to discuss your appeal with you while it is being processed, but if you would like information on its progress, please contact the Student Support Manager via Stoney Lane Reception (mgeach@psc.ac.uk) who will be co-ordinating the investigation of your appeal.

What happens if my appeal is dismissed?

You will receive a Completion of Procedures letter informing you of the outcome and the reasons behind the decision.

A decision that your appeal is dismissed is final and no further appeal against this decision can be made to the College.

Can I take the matter further?

Yes, once the College appeals procedure has been exhausted you can appeal to the awarding university. On completion of their process, a Completion of Procedures (COP) letter will be issued informing you that the internal procedures are complete. You are then able to appeal to the Office of the Independent Adjudicator for Higher Education (OIAHE), Second Floor, Abbey Wharf, 57-75 Kings Road, Reading RG1 3AB. You must do this within 12 months of receiving the Completion of Procedures letter.

Email enquiries can be sent to enquiries@oiahe.org.uk.

The website address is www.oiahe.org.uk.

The Completion of Procedures letter will give you these details.

Appendix A

Reason

Your performance in an assessment suffered through illness or other factors which you were unable, or for valid reasons, unwilling, to inform the Assessment Board through the extenuating circumstances procedures before it reached its decision.

An appeal based solely on extenuating circumstances will not lead to a change of grade or remarking of work. Work is marked on its merits alone because of the difficulty in quantifying extenuating circumstances.

Normally, an appeal based solely on extenuating circumstances will only be considered if they were outside of your control

and either

you cannot automatically progress to the next stage of your programme;

or

your final award profile/s indicate two different classifications or that you are on a borderline between classifications.

These are possible outcomes to an appeal based on this ground:

A retrospective deferral of the assessment affected

An exceptional further attempt of the assessment if offered

A grade 38 or 39% is compensated (although not normally if it is a project or dissertation module)

The assessment or reassessment is allowed where your attendance has been below the required minimum

If you have completed your programme of study and your final award profile shows two possible classifications of award, the next scheduled Assessment Board will use its academic judgement to decide which classification to award to you, while being consistent in its policy towards all students in the cohort

You are allowed to retake the complete module, including attendance and payment of fees.

You are re-instated onto your original programme of study

You are allowed to continue your studies at the College in full-time or sandwich mode whilst having a credit deficit

You are allowed to continue your studies in part-time mode

Appendix B

Reason

That there has been an administrative error in the management of the assessment.

This might include:

- an error in the calculation of your award or classification;
- an error in the title of your award;
- missing or incorrectly recorded modules;
- examination problems, eg extra time, a quiet room or a scribe for examinations which had been officially allocated to you and which you had arranged with Study Support;
- a section of your examination script or other assessment was not marked;
- the marks on your examination script or other assessment were not correctly totalled.

Before making an appeal:

- check with your Module Tutor, Programme Leader whether the Assessment Board has already taken the error into account when making a decision.

If it has not been taken into account

- discuss it with your Module Tutor, Programme Leader - they may be able to resolve the problem quickly.

If there has been an error in the calculation of the classification of your award, you should see your programme leader or the Director of Adult & Higher Education. Only make an appeal if the matter is not resolved in this way.

These are possible outcomes to an appeal based on this ground:

The classification of your degree is recalculated

The title of your award is reconsidered

A module grade is raised

Your work is re-marked

Your examination script or other assessment marks are recalculated

A retrospective deferral of the assessment affected

An exceptional further attempt of the assessment is offered

A grade 38 or 39 is compensated (although not normally for a project or dissertation module)

An administrative grade is replaced by a numerical grade

A numerical grade is replaced by an administrative grade

You are allowed to remain in or return to full-time or sandwich mode of study

You are re-instated onto your original award programme

Appendix C

Reason

That the assessment was not run in accordance with the programme of study regulations.

This might include:

- the assessment was changed from the form stated in the Module or Programme Handbook without adequate prior notification being given;
- moderation of the module cohort's assessment did not take place in the form stated within the Module or Programme Handbook;
- work which was failed by the first assessor was not marked by a second member of staff;
- work at Level 5 and above which was failed by the internal assessors was not considered during the moderation process by the External Assessor;
- your dissertation or project was not double-marked;
- your work was marked by two members of staff who awarded widely different grades (eg, a difference of 5 or more grades) and a third marker or moderator was not involved.

Before making an appeal:

Check with your Module Tutor or Programme Leader about your concerns. If they agree that the assessment was not run in accordance with the regulations, they should discuss the matter with the Chair of the relevant Assessment Board and inform you of the outcome.

This is a possible outcome to an appeal based on this ground:

The work is assessed, re-assessed or moderated in accordance with the regulations. (Because of the regulation that any change of decision by the Assessment Board due to the appeal process shall not be to the student's disadvantage, if work is re-assessed, any revised grade will not be lower than the original grade awarded)

If a grade is changed, the decision regarding your progression or final award will be reconsidered.

What to include in your statement, if appropriate:

If your appeal is beyond the deadline: an explanation of why you needed to register for an extension to the appeal deadline.

What assessments were affected and the dates of the assessments or, if known, the date of the Assessment Board meeting.

A summary of the problem.

Which members of staff you have discussed this with, and the outcome, ie, whether they agree or disagree with you; whether they have agreed to take any action.

Include a photocopy of the relevant section of the Module/Programme Handbook or College Regulations. Any other information which will aid the investigation of your case. Give as much detail as possible as it may help to speed up the process.

Why an appeal on these grounds might be rejected without further reference to the appeals procedure:

If your appeal was late, the Director of Adult & Higher Education will consider the explanation you give for submitting your appeal beyond the deadline and the nature of your appeal and may decide

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that the reasons you give are invalid.

If the assessment was, or has since been, carried out in accordance with the regulations.

Appendix d

Reason

That the Assessment Board has failed to consider material circumstances, relating to the delivery of the module, which have adversely affected your performance in assessment.

Normally, an appeal based solely on these circumstances will only be considered if

- you have raised this matter via the Student Complaints & Grievance procedure, **and**
- the case of complaint has been upheld, **and**
- adequate steps have not been taken by the School to mitigate the effects of the circumstances.

This might include:

- complaints concerning the management or organisation of the module or programme which you consider has affected your performance in the assessment;
- poor teaching, supervision or guidance which you consider has affected your academic performance.

Before making an appeal:

You need to have followed the College's Procedures for Higher Education Students Complaints & Grievance.

This complaint must be upheld through the above procedures.

Following these procedures, there is no need to discuss your problem further with members of staff before submitting your appeal.

If you are following the HE Complaints & Grievance Procedures after your results have been published, the deadline for submitting an appeal is 10 working days from the date you receive the written result of the Complaints procedure.

You must register for this extension to the appeal deadline with the Student Support Manager.

These are possible outcomes to an appeal based on this ground:

A retrospective deferral of the assessment affected

An exceptional further attempt of the assessment is offered

Compensation of a grade 38 or 39% (although not normally for a project or dissertation module)

The classification of your degree is reconsidered

A module grade is raised

An administrative grade replaces a numerical grade

You are allowed to remain in or return to a full-time or sandwich mode of study

You are re-instated onto your original award programme

What to include in your statement, if appropriate:

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If your appeal is beyond the deadline: an explanation of why you needed to register for an extension to the appeal deadline

A copy of all documents relating to the Complaints & Grievance Procedure, including the letter from the College informing you of the outcome

An explanation of why you think that adequate steps have not been taken to mitigate the effects of the circumstances on your performance in the assessment

Any other information which will aid the investigation of your case. Give as much detail as possible as it may help to speed up the process.

Remember that this is a definitive statement of your case and cannot be added to later.

Why an appeal on these grounds might be rejected without further reference to the appeals procedure:

If your appeal was late, the Director of Adult & Higher Education will consider the explanation you give for submitting your appeal beyond the 10 working day deadline and the nature of your appeal and may decide that the reasons you give are invalid.

The Student Complaints & Grievance procedure has not been followed.

The College or the Assessment Board has taken adequate steps to mitigate the effects of the circumstances.

Appendix e

Reason

An appeal against a penalty imposed for academic misconduct on grounds listed in the Academic Misconduct Procedures,

Normally, an appeal based on these circumstances will only be considered if:

- you provide new and relevant evidence which you were unable to present during the investigation into academic misconduct. This might include evidence in mitigation;
- the academic misconduct procedures were not followed properly *and* it is possible that a different decision would have been made if they had been followed;
- there is evidence of prejudice or bias towards you by the Director of Adult & Higher Education or a member of the Panel of Investigation (if held);
- that the penalty exceeds the maximum penalties listed in the regulations (Section F9.4).

There is no need to discuss your case with members of staff before submitting your appeal. You should send your appeal to the Director of Adult & Higher Education within 10 working days of the date of the written outcome to your misconduct case. The Director will not be involved in making a decision about your appeal as s/he has previously considered your academic misconduct case, and s/he will forward your appeal and academic misconduct file to a Neutral Senior Manager of the College. Where it is necessary for a second person to consider your appeal (if the Neutral Senior Manager dismisses the appeal), the case will be sent to the Principal or nominee for consideration. **These are possible outcomes to an appeal based on this ground:**

Your case is reconsidered taking into account the new evidence you have presented

The case is re-investigated, following the procedures within the regulations. A Panel of Investigation may be held if appropriate

The case is reconsidered by unbiased and unprejudiced appropriate senior members of staff

The penalty is reconsidered

Any of the above may result in the penalty imposed being reduced, cancelled, or remaining the same.

What to include in your statement, if appropriate:

If your appeal is beyond the deadline: an explanation of why you needed to register for an extension of the appeal deadline.

Any new evidence that you were unable to present during the investigation into academic misconduct, together with an explanation of why this evidence was not previously available. If you are claiming extenuating circumstances, you will need to enclose official documents, such as medical certificates, to substantiate your statement. The section of these notes concerning extenuating circumstances gives examples of acceptable evidence.

Details of any procedure from the academic misconduct regulations which you think were not followed, and why you think that, if they had been followed, a different decision would have been made.

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A statement and evidence to show where you think there has been prejudice or bias towards

Why an appeal on these grounds might be rejected without further reference to the appeals procedure:

If your appeal is late, the neutral Senior Manager will consider the explanation you give for submitting your appeal beyond the 10 working day deadline and the nature of your appeal and may decide that the reasons you give are invalid.

The neutral Senior Manager will consider the explanation you give for being unable to have presented any mitigating circumstances to the Director of Adult & Higher Education or to the Panel of Investigation (if held) at the appropriate time, and the nature of your appeal, and decide that the reasons you give are invalid.

If your appeal is not based on the grounds given in regulation F8.4, the neutral Senior Manager may dismiss your case.

If the extenuating circumstances have been satisfactorily taken into account by the Director of Adult & Higher Education and Assessment Board when making their decision.

If any medical certificate or other official document is incomplete or missing without valid reason.

There is no new evidence, or the evidence is not relevant to the investigation into academic misconduct.

There is no evidence that the procedures and regulations were not followed properly.

There is no evidence of prejudice or bias towards you by the Director of Adult & Higher Education or a member of the Panel of Investigation (if held).

That the penalty awarded has not exceeded the maximum penalties listed in the regulations

Appendix F

Reason

That some other irregularity has occurred.

Specific procedures exist already in the College's policies for the following matters:

- harassment
- complaints and grievances
- inequality of opportunity

Normally, an appeal based on any of these matters will only be considered if:

- you have raised this matter via the appropriate procedure

and

- the case has been upheld,

and

adequate steps have not been taken by the School to mitigate the effects of the circumstances on your assessment performance.

What to include in your statement, if appropriate:

If your appeal is beyond the deadline: an explanation of why you needed to register for an extension to the appeal deadline.

The names of staff you have approached in an attempt to informally settle your appeal, the dates you met them, and the outcome, (eg) whether they agree or disagree with you, whether they have agreed to take any action.

What assessments were affected (eg, coursework, examinations, presentations, etc) and the dates you attempted them.

Whether these were first attempts, deferred first attempts or resit attempts.

A summary of the circumstances which affected your assessment.

Copies of any official documents to substantiate your statement.

Any other information which will aid the investigation of your case. Give as much detail as possible as it may help to speed up the process.

Remember that this is a definitive statement of your case and cannot be added to later

CONFIDENTIAL

Peter Symonds College

Form for APPEAL AGAINST AN ASSESSMENT BOARD'S DECISION

Before making an appeal, please read the Guidance Notes.

This completed form with your Statement attached must reach the Director of Adult & Higher Education within 28 calendar days from the date of the published Result List (or 10 working days if

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your appeal follows a Complaint & Grievance or Academic Misconduct procedure). It is your responsibility to ensure that it is on time.

*Please write clearly in **BLACK** ink.*

Before submitting your appeal (except when your appeal follows a Complaint & Grievance or Academic Misconduct procedure – see Guidance Notes), you are strongly advised to make every effort to consult the Director of Adult & Higher Education, Module Tutor, Programme Leader, or any other appropriate member of staff, in an attempt to settle your appeal quickly and informally. Please give details of these meetings and outcomes in your statement.

State which staff you have approached:

<u>Names of staff:</u>	<u>Date:</u>
.....
.....
.....
.....
.....

Your Student number: Ms / Mr / Other (please specify):

Your first name/s:

Surname or Family name:
.....

Preferred email address:

Your address for correspondence regarding this appeal:

.....
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.....

Codes of modules you are appealing against:	Grade awarded:	Your tutors for these modules:
.....
.....
.....
.....

and/or the classification of award you are appealing against (eg, 2.2, 3rd class):
.....

and/or the title of award you are appealing against (eg, BA Business Studies):

Date result list was published:

For appeals against module grades - was this your first or a resit attempt of the assessment? -

First attempt Deferred first attempt Resit attempt Deferred resit attempt

When is the next assessment opportunity for the module/s?
.....

When are you due to graduate / when did you graduate? (month) (year)

Read the Notes for Guidance and tick one or more of the following from **each** column:

Why are you appealing?

- My ability in the assessments was affected by extenuating circumstances.
- There was an administrative error in the management of the assessment.
- The assessment was not run in accordance with the programme regulations.
- The Assessment Board did not properly consider circumstances relating to the delivery of the module which adversely affected my assessment performance.
- I have grounds for appeal listed in the Academic Misconduct regulations F8.4.
- There was some other irregularity which affected my academic ability.

What outcome/s are you seeking from your appeal?

- Classification of degree reconsidered.
- Work to be remarked.
- Grade of module raised.
- Numerical module grade to replace administrative grade.
- Administrative module grade to replace numerical grade.
- Compensation of the module (*only if graded 17 or 18*).
- A retrospective deferral of the module/s' assessment/s.
- An exceptional further attempt of the assessment.
- To retake (with attendance and fee) whole module.
- To remain in full-time (or sandwich) mode.
- Allowed to continue as a part-time student.
- To be re-instated on original award programme.
- Reassessment allowed where attendance has not met required minimum.
- a penalty for academic misconduct is reviewed.
- Other outcome (*please specify in your attached Statement*).

Please sign this DECLARATION

- I have read the relevant sections of the Guidance Notes.
- I have read the Peter Symonds Appeal procedures.

- I understand that the information given with this form will be treated as the definitive statement of my case and that any information given later could be disregarded.
- I have attached my Statement of Appeal to this form, giving the information and evidence requested in the Guidance Notes.

Signature Date

.....

Send this **signed form, your statement** and **documentary evidence** within the deadline to the Director of Adult & Higher Education, c/o Student Support Manager Adult & Higher Education, Stoney Lane, Winchester Hants SO22 6DR, or **scan and email** to mgeach@psc.ac.uk.