

## APPEAL FORM

For use to appeal against the decision of an examination board. This form should be read in conjunction with the Appeals Procedure, a copy of which is available from the Secretary to the Appeals Committee (below).

Name:	
Student No.	
Address:	
Telephone:	
Programme of Study:	
Year: (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	
Department:	
School of Study:	

Please indicate here which grounds apply and then give full details of your complaint on the following sheet(s).

(i) Mitigating circumstances	
(ii) Procedural irregularities: (a) administrative (b) conduct of examinations	
(iii) Other	

Signature:	
Date:	

Complete this form and submit it to the Secretary to the Appeals Committee within ten working days of publication of your examination results. Enclose any medical certificates or other documentary evidence material to the case.

If you require any further information, please contact:  
The Secretary to the Appeals Committee.  
Telephone: 01225 875679  
Fax: 01225 875444

**GROUNDS FOR APPEAL – MITIGATING CIRCUMSTANCES:**

“That their performance in the examination/assessment was adversely affected by illness or other factors that they could not reasonably have been expected to divulge before the Examination Board reached its decision”.

Mitigating circumstances are defined as: “Circumstances beyond a student’s control which could cause him or her to perform significantly less well in coursework or examinations than he or she might otherwise have expected”. If these circumstances involve illness then the student must provide evidence. Normally only a Doctor’s note will be considered sufficient. Unsupported claims will not be accepted.

Please give full details of grounds on which you are appealing below:

**GROUNDS FOR APPEAL – PROCEDURAL IRREGULARITIES:**

“That there has been a material and significant administrative error or that the examinations were not conducted in accordance with the current regulations for the course”.

Please give full details of grounds on which you are appealing below:

## **GROUNDS FOR APPEAL - OTHER**

“That some other material and significant irregularity has occurred”. Other grounds will be considered on their merit, but the following are not considered legitimate grounds on which to appeal, and any appeals based on the following grounds for appeal will NOT be considered:

- Appeals against the academic judgement of internal or external examiners.
- Informal assessments of the student’s work by members of academic staff.
- Marginal failure to attain a higher class of degree.
- The retrospective reporting of mitigating circumstances which a student might reasonably have been expected to disclose to the Board of Examiners before their meeting.

Please give full details of grounds on which you are appealing below: