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# GUIDANCE ON MAKING AN APPEAL

You may make an appeal to the Appeals Committee of Academic Board if you feel that there has been:

1. A material administrative error in the conduct of an assessment;
2. An error by the University in the application of the assessment regulations;
3. Some other material irregularity relevant to an assessment which has substantially prejudiced the results of the assessment;
4. For Postgraduate Research Students only- a bias or inadequacy in the assessment of your work on the part of one or more of the examiners

Disagreement with the academic judgement of an Examination Board regarding the marks for a piece of assessment is not a ground for appeal.

If you are unsure please refer to [Student Academic Appeals Procedures](http://www.worcester.ac.uk/registryservices/documents/ProceduresforAppeals.pdf).

These procedures do not relate to exceptional Mitigating Circumstances (e.g. illness) which may have affected the quality of your work. These are dealt with under separate procedures -see "[Procedures for the Consideration of Claims of Mitigating Circumstances](http://www.worcester.ac.uk/registryservices/documents/Proceduresformitigatingcircumstances.pdf)".

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| **Q** | **HOW DO I MAKE AN APPEAL?** |
| A | A student who wishes to make an appeal will submit to the Complaints and Appeals Officer within 10 working days of the publication of the results, a full written submission on the relevant form.  Documentation, or other evidence e.g. written information about an assessment, copies of the rubric of examination papers, must accompany the form. |
| **Q** | **HOW IS MY APPEAL CONSIDERED?** |
| A | On receipt of your appeal, the Complaints and Appeals officer will forward the claim to the Academic Registrar who will decide whether you have established grounds for an appeal. If the Academic Registrar decides that there are no grounds for appeal you will be notified in writing and given reasons why.  The Academic Registrar will decide within ten working days of receipt of the appeal whether eligible grounds and supporting evidence have been presented. Where this is not the case the appeal may either be rejected or a request for further information or evidence made. In reaching the decision the Academic Registrar may also request a report from the relevant department.  Where the decision of the Academic Registrar is that there are no grounds for appeal, the student will be notified in writing and reasons given. The student will be advised at the time of writing of their right to request a review of the decision to the Pro Vice Chancellor - Academic.  A student who is not satisfied with the outcome of the Student Academic Appeals Procedure and has exhausted all the stages of the procedure may request that the Office of the Independent Adjudicator (OIA) reviews the case. This may be done by completing the OIA scheme application form within twelve months of the date of the University’s Completion of Procedures letter. |
| **Q** | **WHERE CAN I GO FOR ADVICE REGARDING MY APPEAL?** |
| A | If you have any queries about submitting an appeal or the appeal procedures, please contact Complaints and Appeals Officer, 01905 85 5396 [complaintsandappeals@worc.ac.uk](mailto:complaintsandappeals@worc.ac.uk)or contact the Students Union on [studentsunion@worc.ac.uk](mailto:studentsunion@worc.ac.uk) |

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#### SUBMISSION OF ACADEMIC APPEAL

Before completing this form, students are advised to read the accompanying notes and the full appeals procedures in the student handbook. Full details available from the [Registry Services Website](http://www.worcester.ac.uk/registryservices/662.htm).

The completed form and evidence should be submitted to the Complaints and Appeals Officer, Registry Services no later than 10 working days after the formal publication of results after the meeting of the Board of Examiners.

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| Section One – Your details | |
|  | |
| FULL NAME |  |
| STUDENT NUMBER |  |
| PROGRAMME OF STUDY |  |
| MODE OF STUDY |  |
| CONTACT ADDRESS & TELEPHONE NUMBER |  |

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| Section Two – Grounds for Appeal | |
| Indicate with a tick in the relevant box(es) the grounds under which you are appealing: | |
|  | |
| There has been a material administrative error in the conduct of the assessment. |  |
| There has been an error by the University in the application of the assessment regulations. |  |
| There has been some other material irregularity relevant to the assessment(s) concerned which has substantially prejudiced the results of the assessment. |  |
| **Postgraduate Research Students only** – there has been a bias or inadequacy in the assessment of your work on the part of one or more of the examiners. |  |

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| Section Three -Assessments relating to Appeal |
| Please state clearly below the precise decision(s) of the Board of Examiners against which the appeal is made. Include module/ Unit codes and assessment titles if applicable. |
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| **Section Four -Your Supporting Evidence** |
| List here any documents that you are attaching to support your appeal and explain their significance to the appeal. (Remember to attach evidence to back of appeal form) |
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| **Section Five -Your Appeal** |
| Explain below why you feel you have grounds for appeal, and what revised decision or relief you are seeking as an outcome of your appeal. Please sign and date your appeal and the bottom of this section. |
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| **Details of Appeal cont….** |
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| **I confirm that to the best of my knowledge the information given on this form is a true and accurate statement and accept that a false claim may result in disciplinary action against me.** |
| **Signed:** |
| Date: |

Please send your appeal to [complaintsandappeals@worc.ac.uk](mailto:complaintsandappeals@worc.ac.uk)