Academic Appeal Form

## About using this form

Use this form if you believe you have grounds for appealing against a decision made by a Board of Examiners, or other academic body responsible for decisions on student progression, assessment or award.

You must complete and submit the form yourself. Do not use a third party to complete or to submit the form on your behalf.

## About the appeals process

Consult the [Academic Appeals webpages](https://le.ac.uk/policies/regulations/appeals-complaints/academic-appeals/appeal-decision) for information on the appeals process, eligible grounds, and possible outcomes.

* [Senate Regulation 10](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-10) is the formal regulation governing academic appeals.

You may also wish to consult:

* [Senate Regulation 5](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-5) (progression and award requirements for undergraduate students), or
* [Senate Regulation 6](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-6) (progression and award requirements for Masters students) or
* [Senate Regulation 9](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-9) (PGR students).

## Further advice

* Advice about the appeals procedure and making your case can be obtained from the Students’ Union Advice Service (+44 (0)116 223 1132, advice@le.ac.uk).
* Note that the Advice Service cannot complete this form on your behalf.
* You can also contact Education Services on +44 (0)116 252 2250 or appeals@le.ac.uk for advice on the appeals process.

**Questioning academic judgement**

**Note:** An appeal that questions the academic or professional judgement of those responsible for assessing a student’s academic performance or professional competence is **not** **permitted**.

If you submit an appeal simply because you believe your results should have been better than they are, and that is not based on one or more of the four grounds listed on page 3, the appeal **will not** be accepted.

An appeal can only provide outcomes permitted by Senate Regulations. As such, the marks awarded for assessments **cannot** be remarked or adjusted.

# Section 1: Your details

**Full Name** Click or tap here to enter text.

**Title (Mr/Ms/Mrs/Miss etc.)** Click or tap here to enter text.

**Student number** Click or tap here to enter text.

**Course** Click or tap here to enter text.

**Level of study** Click here to choose from a drop-down list.

**Campus-based/distance learner** Click here to choose from a drop-down list.

**University e-mail address** Click or tap here to enter text.

**Alternative e-mail address** Click or tap here to enter text.

**Have you submitted this appeal form within the deadline?** Please refer to your results information on MSR to find the deadline for your appeal.

[ ]  Yes [ ]  No

**If you ticked No (above)**, use the box below to explain why it was not possible for you to submit by the deadline. You must also provide **documentary evidence** to support your explanation for the late submission.

Click or tap here to enter text.

**If you have discussed the issues raised in your appeal with a member of staff please provide their name:**

Click or tap here to enter text.

**What progression or award decision are you appealing against?** Use the drop-down list below to choose an item. Please note that you can only appeal against a decision of the Board of Examiners and if you have not yet received your Board decision you must wait until you have received it before submitting your appeal.

Click here to choose from a drop-down list.

# Section 2: Please tell us your preferred outcome if your appeal is successful e.g. resit assessments, resit without residence, repeat year etc.

**IMPORTANT** – **Even if your appeal is successful,** you may not be able to get the outcome you are hoping for. For example, if you do not have enough credits to proceed to the next year of your course, you will not be able to do so, **even if you have mitigating circumstances**.

**Assessments cannot be remarked**, and the requirements to progress to the next year or be awarded a degree **cannot** be altered as a result of a successful appeal, but you may be able to take further reassessments if your appeal is successful.

**International students** on a student visa should be aware that a successful appeal may not result in a change of status for the purposes of remaining in the UK.

**My preferred outcome:**

Click or tap here to enter text.

# Section 3: On what grounds are you appealing? Select all that apply.

[ ]  I had **mitigating circumstances** that affected my studies. I have evidence to support this. I was not able to make my School/Department aware of these through the standard mitigating circumstances process, and there are good reasons for this.

 **NOW COMPLETE SECTION 4 - PART A BELOW**

[ ]  I have evidence of a **disability**, or learning difference as defined by the Equality Act 2010 which was not possible to have made known in time for Reasonable Adjustments to be made for the assessments specified.

 **NOW COMPLETE SECTION 4 - PART B BELOW**

[ ]  I believe there is evidence of **procedural irregularities** in the assessment process or conduct of my exams. If these had not happened, I believe there would have been a different result.

 **NOW COMPLETE SECTION 4 - PART C BELOW**

[ ]  I believe there is evidence of **prejudice or bias** or lack of proper assessment on the part of my examiners.

 **NOW COMPLETE SECTION 4 - PART D BELOW**

# Section 4: Details of your appeal. Complete the relevant sections.

## PART A - New evidence of significant mitigating circumstances

### Description of your claim

|  |  |
| --- | --- |
| **What were the mitigating circumstances and how did they affect you?*** **Please provide specific dates.**
* *Use a new row for each different circumstance you wish to raise. Add additional rows where required.*
* *Maximum 200 words per row.*
 | **What assessments were affected by these circumstances?***Please include the relevant module code.* |
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### What evidence are you providing to support your appeal?

Use the box below to list all of the evidence you are providing with your appeal and indicate which circumstance it relates to. **DO NOT** copy/paste images of evidence into the box as this causes issues with readability. Please provide everything you wish to be taken into account. We may not be able to consider new evidence once we have given you a decision.

It is your responsibility to provide evidence. The Appeals team cannot request evidence on your behalf.

Medical evidence must be from a qualified medical practitioner, such as a **qualified** doctor, therapist or other medical professional. Please do not submit supporting statements from family members or friends. The evidence must be **in English** and be **clearly dated.** If the original is in another language, you must obtain and submit a **certified** translation in English.

Please be mindful of those members of staff who will be reviewing your appeal, **do not** include distressing graphic imagery. It is not appropriate to provide photographs of injuries, accidents or deceased persons.

Click or tap here to enter text.

### Explain why you believe it was not possible to inform your School/Department about these circumstances at the time they were affecting your studies. You must submit evidence that supports this.

Click or tap here to enter text.

## PART B – New diagnosis of disability

This ground of appeal is intended for use by students who receive a diagnosis or other evidence of entitlement to Reasonable Adjustments either immediately before or shortly after the assessments specified. Eligible assessments will be those considered at the most recent Board of Examiner’s meeting. Assessments from previous assessment periods are no longer subject to appeal.

The appeal will not be upheld if the student has not made a timely disclosure of evidence in their possession.

### Details of the disability and assessments affected

|  |  |  |  |
| --- | --- | --- | --- |
|  **What is your disability, long-term-condition or learning difference?*** *Use a new row for each different condition you wish to raise. Add additional rows where required.*
* *Maximum 200 words per row.*
 | **When did you receive this diagnosis?** | **Which assessments were affected by not having access to Reasonable Adjustments following this diagnosis?***Please state the module code and specify the assessment eg. MC1234 Coursework 2* | **Date of each academic assessment****affected** |
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### What evidence are you providing to support your appeal?

**a) If you have already provided evidence to the University:**

Please note that it is not necessary to attach evidence of your disability with your appeal if you have already provided this to another University department such as AccessAbility. If evidence has already been provided, please provide details below of what, to whom and when it was provided.

|  |  |  |
| --- | --- | --- |
| * **Description of evidence already provided**
* *Use a new row for each item you are providing with your appeal. Add additional rows where required.*
* *Maximum 200 words per row.*
 | **To whom this was provided** | **Date provided** |
|  |  |  |
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**b) If you have not already provided evidence to the University:**

If evidence has not previously been provided then please itemise the evidence below and attach it with your appeal.

It is your responsibility to provide evidence. The Appeals team cannot request evidence on your behalf.

Medical evidence must be from a qualified medical practitioner, such as a **qualified** doctor, therapist or other medical professional.

|  |  |
| --- | --- |
| * **Description of evidence provided with the appeal**
* *Use a new row for each item you are providing with your appeal. Add additional rows where required.*
* *Maximum 200 words per row.*
 | **Date of issue** |
|  |  |
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## PART C - Evidence of procedural irregularity

A ‘procedural irregularity’ means that the examining and assessment process was not conducted according to the University’s approved procedures. Examples might include errors in an examination question paper, or with the administration of an examination, or a failure to calculate the marks correctly, or to apply the outcome of an approved mitigating circumstances request, or failure to put in place reasonable adjustments as previously **approved** by the University.

### Description of your claim

|  |  |
| --- | --- |
| **What was the procedural irregularity?** * ***Please provide specific dates.***
* *Use a new row for each different circumstance you wish to raise. Add additional rows where required.*
* *Maximum 200 words per row.*
 | **What assessments were affected by this?***Please include the relevant module code.* |
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### What evidence are you providing to support your claim of procedural irregularity?

Use the box below to list all of the evidence you are providing with your appeal and indicate which circumstance it relates to. **DO NOT** copy/paste images of evidence into the box as this causes issues with readability. Please provide everything you wish to be taken into account. We may not be able to consider new evidence once we have given you a decision.

It is your responsibility to provide evidence. The Appeals team cannot request evidence on your behalf.

Click or tap here to enter text.

## PART D - Evidence of prejudice or bias.

**Note about the University’s assessment processes**

* Assessments are marked anonymously wherever possible in order to prevent occurrences of prejudice or bias, and are subject to moderation by other members of academic staff
* Boards of Examiners consider all students anonymously

### Description of your claim

|  |  |
| --- | --- |
| **Give a detailed description of your claim.*** ***Please provide specific dates.***
* *Use a new row for each different circumstance you wish to raise. Add additional rows where required.*
* *Maximum 200 words per row.*
 | **What assessments were affected by this?***Please include the relevant module code.* |
|  |  |
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### What evidence are you providing to support your claim of prejudice or bias?

Use the box below to list all of the evidence you are providing with your appeal and indicate which circumstance it relates to. **DO NOT** copy/paste images of evidence into the box as this causes issues with readability. Please provide everything you wish to be taken into account. We may not be able to consider new evidence once we have given you a decision.

It is your responsibility to provide evidence. The Appeals team cannot request evidence on your behalf.

Click or tap here to enter text.

# Section 5: Declaration

***By submitting this form:*** *I declare that the above information is accurate and true;*

*I confirm that the details of this appeal are complete and will be passed on to the relevant University staff considering my appeal;*

*In line with the* [*Student Information privacy notice*](https://le.ac.uk/policies/privacy/students/student-information)*, I confirm that by providing information via the academic appeal process, I am providing consent for information to be shared for the purposes of the provision of student support;*

*I confirm that I have provided on/with this form* ***all*** *the information that I wish the Appeals Panel to consider in relation to my appeal.*

*I confirm that I have included relevant third party documentary evidence to support my case (where applicable).*

*I confirm that I have completed and submitted this appeal myself.*

# Section 6: Submitting your form

Submit your form and all supporting documentation as below. Facilities to electronically scan hard copy documents can be found in various locations on campus, including the photocopying rooms in the David Wilson Library. The service is free of charge when sending to your university email account.

|  |
| --- |
| **Submit your form and supporting documentation to:** |
| appeals@le.ac.uk |

**END OF ACADEMIC APPEAL FORM**

**Please note the following guidance**

**IMPORTANT INFORMATION FOR STUDENTS**

* Send all pages of this form to appeals@le.ac.uk
* **Do not** send it to your school/department
* **Do not** insert evidence into this form as it reduces the text size and may be unreadable. Instead, please attach your supporting evidence to the email when you submit this form.
* Please note we are unable to access documents shared from your personal OneDrive, you must download and attach to an email any documents you wish to be considered.
* If attaching a series of images, consider combining these into a single Pdf attachment if possible.
* Please do not submit unnecessary or excessive documentation as this impedes the efficient processing of your appeal and may delay your outcome.
* Please note that **video recorded evidence is not admissible**.
* Please ensure you have read the guidance about evidence requirements on our [website](https://le.ac.uk/policies/regulations/appeals-complaints/academic-appeals/how-to-submit-an-appeal).
* The form should be saved as a word document **(not a .pdf)** so that the following sections can be completed by the school/department.

**THE FOLLOWING PAGES SHOULD BE COMPLETED BY THE STUDENT’S SCHOOL/DEPARTMENT ONLY**

**School Report**

**Name of person completing this form:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**School/Department:** Click or tap here to enter text.

# Section 1: Student details (School use only)

Programme of study: Click or tap here to enter text.

Date the student started on the course: Click or tap here to enter text.

**Progression/lower award/termination decision**

Please confirm the Board decision. Click or tap here to enter text.

Please detail why the student has been given the progression decision they have (e.g. failed a pre-requisite module; failed too many credits to progress). Please ensure you reference any programme-specific regulations/requirements that have fed into this decision.

Click or tap here to enter text.

Where the requirements relate to PSRBs, please indicate where/how this is published to students.

Click or tap here to enter text.

**Degree classification decision (UG only)**

Was the student considered as a borderline student by the Board of Examiners?

[ ]  Yes [ ]  No

If ‘Yes’, please attach the minute extract of the Board of Examiners’ meeting that evidences this consideration.

# Section 2: Mitigating Circumstances (School use only)

Has the student submitted claims for mitigating circumstances at any point in their studies?

[ ]  Yes [ ]  No

Has the student submitted claims for mitigating circumstances in the period covered by the circumstances referenced in the appeal?

[ ]  Yes [ ]  No

Has the student submitted claims for mitigating circumstances on the basis of the circumstances referenced in the appeal?

[ ]  Yes [ ]  No [ ]  Partially (please give details in the section below)

Please provide any further information in response to the mitigating circumstances that the student raises in their appeal, addressing each mitigating circumstance the student raises in their appeal separately (i.e. one issue per line). It would be helpful if this could reflect on:

* Has the student spoken to anyone in the School (personal tutor; professional services staff, etc.) about their circumstances?
* Has the student been directed to the mitigating circumstances procedure?
* Has the student been invited to suspend their studies?

Please submit evidence (e.g. e-mail correspondence; timeline of contacts with the student, etc.)

|  |  |
| --- | --- |
|  | **Departmental response** |
| MC 1 |  |
| MC 2 |  |
| MC 3 |  |

*Add more lines as required*

**Evidence supplied by the school to support this report.**

Click or tap here to enter text.

# Section 3: New diagnosis of disability (School use only)

Please provide details as to whether the school is aware of the disability or learning difference highlighted and whether any reasonable adjustments have been made for assessment (including details of what the adjustments are).

If the school is aware of the circumstances, but reasonable adjustments were not made, please provide an explanation for why this is.

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| --- | --- |
|  | **Departmental response** |
| DD 1 |  |
| DD 2 |  |
| DD 3 |  |

*Add more lines as required*

**Evidence supplied by the school to support this report.** (.e.g any correspondence with Student Support Services, or assessment coversheets in relation to the appeal)

Click or tap here to enter text.

# Section 4: Procedural Irregularity (School use only)

Please address each issue the student raises under procedural irregularity separately. Please submit evidence (e.g. e-mails to students; screenshots of Blackboard sites; module handbook(s); programme handbook; examination booklet front sheet; invigilator’s report; documentation setting out expectations of the supervision process, etc.)

|  |  |
| --- | --- |
|  | **Departmental response** |
| PI 1 |  |
| PI 2 |  |
| PI 3 |  |

*Add more lines as required*

**Evidence supplied by the school to support this report.**

Click or tap here to enter text.

# Section 5: Prejudice or Bias (School use only)

Please address each issue the student raises under prejudice or bias in the assessment process separately. Please submit evidence (e-mail correspondence; documentation setting out expectations of the supervision process, etc.)

|  |  |
| --- | --- |
|  | **Departmental response** |
| P/B 1 |  |
| P/B 2 |  |
| P/B 3 |  |

*Add more lines as required*

**Evidence supplied by the school to support this report.**

Click or tap here to enter text.

# Section 6: Additional information (School use only)

Please confirm the possible options for the student in the event of a successful appeal outcome (e.g. resit; repeat year; resit without residence). Please indicate whether an extension to registration would be required and whether the School would support this extension to registration.

Click or tap here to enter text.

In the case of a successful appeal, students are asked to contact the relevant School/Department for specific arrangements regarding reassessment/return to study. Please provide contact details below for the student to use:

**Email:** Click or tap here to enter text.

**Telephone (if relevant):** Click or tap here to enter text.

Other information

Is there any other relevant information that should be considered?

Click or tap here to enter text.

If the School believes the student has demonstrated an eligible ground of appeal, please send a Chair’s action with a revised decision to appeals@leicester.ac.uk with your completed report. If you require support in completing a Chair’s action please contact appeals@le.ac.uk

Please return this form as a Word document rather than .pdf. Thank you.