FURTHER EDUCATION



ACADEMIC APPEAL FORM

The completion and submission of this form initiates an Assessment Appeal at stage 2 of the Further

Education Appeal Policy and Procedure. An assessment appeal is defined as a request for a review

of a decision concerning the following matters:

(i) final award

(ii) progression from one stage of the course to the next

(iii) assessment on the course.

Appeals will only be accepted on the following grounds:

1) Reasonable adjustment decision

2) Special consideration decision

3) Outcome of an investigation into malpractice or maladministration

4) Assessment decision.

Completed forms should be submitted to your Course Leader. If you need help with this form please

contact the President of the Students’ Union or the FE Quality and Administration Officer.

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| 1. **CONTACT DETAILS** | |
| **Surname:** *(Please print)* |  |
| **Forename(s):** *(Please print)* |  |
| **Course and Year of Study:** |  |
| **Correspondence Address:** |  |
| **Telephone/Mobile Number:** |  |
| **University Email Address:** |  |

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| --- | --- |
| **2. DETAILS OF ASSESSMENT APPEAL** | |
| **(a) Please tick what you are appealing** | |
| i) final award |  |
| ii) progression from one stage of the course to the next |  |
| iii) assessment on the course |  |
| **(b) Appeals will only be accepted on the following grounds. Please tick on which grounds you are**  **appealing** | |
| i) Reasonable adjustment decision |  |
| ii) Special consideration decision |  |
| iii) Outcome of an investigation into malpractice or maladministration |  |
| iv) Assessment decision |  |
| **(d) Please state all the units the appeal covers.**   |  | | --- | |  |   **(e) Please state the details of your appeal, including dates of incidents or events if appropriate,**  **with copies of any relevant documentation.**  *If you are completing a paper copy of this form and require additional space, please continue on separate sheet(s) of paper and attach to the form.* | |
|  | |
| **(f) Please explain the steps you have taken to resolve your appeal informally and attach copies of any**  **relevant correspondence.** | |
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| **3. RESOLUTION** |
| **Please indicate, without prejudice, the nature of the outcome or further action which you are**  **anticipating in the formal resolution of your appeal**. |
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**DECLARATION**

I declare that the information provided by me on this form is a true and accurate reflection of events.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**Note:** In order to investigate your appeal fully, any member of staff referred to in the appeal will be

made aware of the issues that you have raised and will have an opportunity to comment on them. If,

for any reason, you feel compromised in making your appeal by this procedure please contact the FE

Quality and Administration Officer to discuss the nature of your appeal.