

# Academic Appeal Form

**Further Education**

The completion and submission of this form initiates an assessment appeal at stage 2 of the [Further](https://portal.leeds-art.ac.uk/content/appeals-policy-procedure-fe)

[Education Appeals Policy and Procedure](https://portal.leeds-art.ac.uk/content/appeals-policy-procedure-fe). 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.

Complete all yellow highlighted sections of the form and email to [feadministrators@leeds-art.ac.uk](mailto:feadministrators@leeds-art.ac.uk).

If you need help with this form please contact the Students’ Union or the FE Quality and Administration Officer.

## Your details

**Your first name:** Input your first name

**Your last name:** Input your last name

**Your student ID:** Input your student ID (if known)

**Your course:** Select course

**Correspondence address:** Input the address that any postal correspondence should be sent to

**Telephone number:** Input a number we can call you on, if we need to

## Details of the assessment appeal

1. 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

1. 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

1. Please list all the units the appeal covers:

Input unit titles

1. Please state the details of your appeal, including dates of incidents or events if appropriate, with copies of any relevant documentation:

Input details of the appeal

1. Please explain the steps you have taken to resolve your appeal informally and attach copies of any relevant correspondence:

Input details of any steps already taken to resolve the appeal

## Resolution

**Please indicate, without prejudice, the nature of the outcome or further action which you are**

**anticipating in the formal resolution of your appeal:**

Input detail here

## **Declaration**

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

Signature: Input your signature / name Date: Select 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.