

## **SUMMARY RELATING TO REQUESTS FOR REVIEWS OF DECISIONS OF ASSESSMENT BOARDS (APPEALS)**

### **Grounds for Review (in brief) (Please see regulations for full details)**

1. illness or some other factor which affected performance but which a student was unwilling (**for valid reasons**) or unable to divulge before the Assessment Board made its decision;
2. a material administrative error; the assessments were not conducted in accordance with the University's regulations; or some other irregularity;
3. the decision of an Assessment Board about the use of unfair means or the unreasonably severe academic action which followed.

**The grounds for review do not include questioning the academic judgement of an assessment board.**

### **Procedure for Grounds 1 and 2 (in brief) (Please see regulations for full details)**

- Student completes and **signs** Appeal Form and sends it (not by email unless a student studying overseas), with relevant supporting documentation (originals required from all students), to the Secretary to Senate, **within 14 days of the publication of the Assessment Board's decision.**
- The Secretary to Senate either refers the request (appeal) to the Chair of the Assessment Board for investigation and lets the student know this in writing or writes to the student to ask for documentary evidence to consider the request further or to point out the lack of grounds and (where relevant) the next stage of the appeals process.
- If the request (appeal) is referred to the Chair of the Assessment Board, the Chair investigates and reports to the Secretary to Senate, who writes to the student with an outcome and (where relevant) information on the further right of appeal to the Chair of Senate.
- The Chair of Senate investigates an appeal, if written to, and responds to the student with an outcome and (where relevant) information on the Office of the Independent Adjudicator, for the student to continue his/her appeal if so desired.

### **Procedure for Ground 3 (in brief) (Please see regulations for full details)**

- In relation to the use of unfair means or the severity of the consequential academic action, student completes and **signs** the Appeal Form and sends it (not by email unless a student studying overseas) to the Secretary to Senate (**within 14 days of the publication of the Assessment Board's decision**), who decides whether the request (appeal) should be considered by a Review Committee meeting or not.
- The Secretary to Senate writes to the student with an outcome and, if the request has been unsuccessful, information on the further right of appeal to the Chair of Senate, who investigates if written to, and responds to the student with an outcome, indicating either the process of the Office of the Independent Adjudicator, where the outcome is unsuccessful (allowing the student to appeal further if desired), or the intention to hold a Review Committee meeting.

**Advice and guidance, prior to lodging an appeal, may be obtained from the following:**

- (i) Module Tutor
- (ii) Personal Tutor
- (iii) Programme Leader
- (iv) Head of School or Subject
- (v) Student Liaison Officer
- (vi) President of the Students' Union
- (vii) Head of Student Services or Student Information Services Staff
- (viii) Head of Quality Assurance and Enhancement
- (ix) Secretary to Senate.