**ACADEMIC APPEAL FORM**

The purpose of this form is to guide you through the process of appealing a decision made by an Assessment Board. Please be aware that the University Academic Appeals procedure **only** applies to the decisions of Assessment Boards at the University.

Your claim **MUST** be submitted within **20 working days** of the publication of your results on eVision. Later submissions will only be considered if you can provide evidence of why you could not submit the appeal on time (see Sections Three and Four).

Before completing this form please ensure that you have read the Regulations and Procedure for Academic Appeals which is available at <https://www.wlv.ac.uk/current-students/conduct-and-appeals/academic-appeals/>

The Students’ Union Advice and Support Centre provides an independent advice service. You are strongly advised to discuss your Academic Appeal with the Students’ Union before you submit it. You can contact them at: <https://www.wolvesunion.org/advice/>

**IMPORTANT: Your claim will not be successful if:**

* There is no supporting evidence
* It is submitted after 20 working days of the publication of results on e:Vision and there is no evidence of a good reason for the delay

**You must read this form carefully and provide all of the information requested.**

**Incomplete appeals will not be considered.**

**SECTION ONE - PERSONAL DETAILS**

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| **Full Name** |  |
| **Student Number** |  |
| **Course Title** |  |
| **Contact Address** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |

**SECTION TWO – WHAT ARE YOU APPEALING ABOUT?**

The University Academic Appeals procedure applies **only** to the decisions of Assessment Boards at the University. If you wish to raise a concern relating to a service provided by the University this can be done through the Student Complaints Procedure available at: <https://www.wlv.ac.uk/current-students/conduct-and-appeals/current-student-complaints/>

Read this section carefully and identify which category fits your appeal.

Please read the associated information in each section to confirm whether or not you are in a position to make a successful appeal. **Please note the circumstances in which appeals will not be successful.**

If you conclude that you are able to submit a successful appeal place a tick in the relevant box and continue to Section Three.

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| **1) You wish to make an appeal about a grade that you have been awarded for a specific assessment or module.** |
| Grading for assessments is a matter of academic judgement and an Assessment Board will only approve grades where the marking has been both internally and externally moderated to confirm that the marking is fair and in line with the published criteria.  You cannot therefore appeal a grade simply because you disagree with the mark that has been given or you want/need a higher grade. Any such appeal will not be successful.  To make a successful appeal about a grade you must demonstrate that there has been an irregularity with the assessment process, which casts doubt over the validity of your result.  Examples include:   * the grade has been recorded incorrectly, * there is evidence of an irregularity in the marking, * a grade is missing for an assessment which was submitted on time,   **You will be asked to provide evidence to support your appeal**   |  |  |  | | --- | --- | --- | | Please tick here to confirm that you have read the above information and you are appealing against a grade. |  | **Go to Section Three** | |

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| **2) You have been completed/discontinued from your studies** |
| If you have been completed/discontinued from your studies it means that you have not been permitted to continue on your course. This will usually be because you have exceeded one of the maximum registration periods that are outlined in the University’s academic regulations. These regulations can be found at [www.wlv.ac.uk/polsregs](http://www.wlv.ac.uk/polsregs).  Appeals in this area will normally only be successful if you can demonstrate that there has been an error in the application of these regulations. i.e. you have **not** exceeded any published maximum registration period. **Appeals simply asking for extra time will not be successful.**  In **very** exceptional circumstances, a student may have their maximum registration period extended if they can demonstrate that exceptional personal circumstances have had a severe impact on their studies. In such a case any appeal will need to provide compelling evidence to demonstrate:   * that you were unable to complete your studies successfully within the permitted time due to exceptional circumstances outside of your control, * that you were unable to use the University’s support mechanisms or that these were insufficient due to the extreme nature of your circumstances, * that you were unable to apply for a Leave of Absence at the appropriate time.   **Please be aware that appeals asking for an extension to maximum registration periods can only be successful if compelling evidence is provided with this form.**   |  |  |  | | --- | --- | --- | | Please tick here to confirm that you have read the above information and you are appealing against a decision to complete/ discontinue you from your course. |  | **Go to Section Three** | |

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| **3) You cannot progress from one level of your studies to the next.** |
| If you cannot progress to your next level of study it will normally be because you have not passed the required number of credits. The number of credits required to progress from one level of study to the next is detailed in the Academic Regulations, which can be found at [www.wlv.ac.uk/polsregs](http://www.wlv.ac.uk/polsregs).  Appeals in this area will only be successful if you can demonstrate that an Assessment Board has made an error in the application of these regulations when making its decision.  **Appeals simply asking to be allowed to progress to the next level will not to be successful.**  If you believe that an error has been made in making any decision about your progression status you must provide evidence to demonstrate this.   |  |  |  | | --- | --- | --- | | Please tick here to confirm that you have read the above information and you are appealing against a decision notto allow you to progress to the next level. |  | **Go to Section Three** | |

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| **4) You wish to appeal your final degree classification** |
| The criteria for calculating final degree classifications are outlined in the University’s academic regulations, which can be found at [www.wlv.ac.uk/polsregs](http://www.wlv.ac.uk/polsregs). The criteria may differ for some courses, to meet professional body requirements. If your course is one of these, the details of the criteria for calculating the final degree classification will be in your Course Guide. Course Guides are available at [www.wlv.ac.uk/current-students/course-guides/](file:///\\prs-store2.unv.wlv.ac.uk\home2$\In7509\home\Profile\Downloads\www.wlv.ac.uk\current-students\course-guides\) or on the Programme and Module page on [eVision](https://smsweb.wlv.ac.uk/urd/sits.urd/run/siw_lgn.).  Appeals in this area will only be successful if you can demonstrate that there has been an **error** in the application of these regulations when calculating your final degree classification.  **Appeals simply stating that you feel that you need or deserve a higher classification will not be successful.**   |  |  |  | | --- | --- | --- | | Please tick here to confirm that you have read the above information and you are appealing against the classification of your award. |  | **Go to Section Three** | |

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| **5) You wish to make a request For Retrospective Extenuating Circumstances** |
| If you sat/submitted an assessment the regulations in the “Fit to Sit” policy will apply. These state that if you sit/submit an assessment you are declaring, through the submission process, that you are fit to do so. You may therefore only make a claim for retrospective extenuating circumstances if you can supply strong, independent medical evidence that establishes that you were incapable of determining whether or not you were fit to undertake the assessment at the time.  The Fit to Sit and Extenuating Circumstances - Policy and Procedure is available at: [www.wlv.ac.uk/polsregs](http://www.wlv.ac.uk/polsregs).  If you did not sit/submit an assessment and you can provide compelling evidence that you were incapable of applying for extenuating circumstances at the time of the assessment you may submit a request for retrospective extenuating circumstances.  Please note that retrospective extenuating circumstances claims are only granted in the most exceptional circumstances such as a period of hospitalisation or a significant mental health related condition. You will be required to provide evidence to support your claim and confirm the module, type of assessment and the published hand in date.   |  |  |  | | --- | --- | --- | | Please tick here to confirm that you have read the above information and you are making a claim for retrospective extenuating circumstances. |  | **Go to Section Three** | |

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| **6) Other - Your appeal does not fit into any of the above categories** |
| Remember that the University Academic Appeals procedure applies **only** to the decisions of Assessment Boards at the University.  If your appeal does not fit any of the above categories it is unlikely that it will be considered to be eligible for consideration. Nevertheless if you have any evidence that an Assessment  Board has made an error in its decision making, not covered by aby of the above categories you may still submit an appeal.   |  |  |  | | --- | --- | --- | | Please tick here to confirm that you have read the above information and you are appealing against a decision by an assessment board which does not fit other categories. |  | **Go to Section Three** | |

**SECTION THREE – THE REASON FOR YOUR APPEAL**

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| Please detail the reasons for your appeal. It will be in your best interests to fully explain the grounds for your appeal. Include the exact wording of the decision being appealed against on e:Vision or in any communication from the University.  Include the names and post details of any staff you have sought help from and any actions which have been taken.  Appeals submitted more than 20 working days after the publication of results will only be considered where you can provide evidence of a good reason for the delay.  Remember: you will be asked to provide evidence which supports your statement. |
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| If you are submitting your appeal more than 20 working days after the publication of results please provide an explanationhere *(you will also need to provide supporting evidence which demonstrates a reasonable cause for the delay)****.*** |

**SECTION FOUR – YOUR EVIDENCE**

The decision made will be based on the evidence that you provide, failure to provide relevant evidence will result in your appeal being unsuccessful. If the University already holds the evidence please tell us what it is and who has it. **An appeal that is submitted without evidence is unlikely to be successful and may be returned to you.**

If you need support in collating this evidence you are strongly advised to contact the Students’ Union Advice and Support Centre at: <https://www.wolvesunion.org/advice/>

Examples of evidence:

* Correspondence from tutors
* Assessment records
* Course Guides
* e:Vision Helpdesk correspondence
* Records of any meetings

**Please do not send:**

* Original documents, unless we specifically ask you to do so.
* Private or confidential information relating to another person

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| Please list the evidence you are providing in support of your appeal. |
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**SECTION FIVE – WHAT OUTCOME ARE YOU SEEKING?**

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| In this section you should **clearly** outline the precise outcome that you are seeking from your appeal. The outcome being sought must be consistent with the academic regulations.  If you need further advice on the outcome you are seeking you should contact the Students’ Union Advice and Support Centre at: <https://www.wolvesunion.org/advice/> |
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**SECTION SIX - PRE SUBMISSION CHECKLIST**

I confirm that I have….

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| * read the Regulations and Procedure for Academic Appeals (available at [*www.wlv.ac.uk/polsregs*](file:///\\Unv.wlv.ac.uk\dfs1\SFS\ODoSInfo\Conduct%20and%20Appeals\Dept%20Reports\Annual%20Report%20for%202010-11\www.wlv.ac.uk\polsregs)*),* |  |
| * identified what type of appeal I am submitting, |  |
| * provided details of the reasons for the appeal, |  |
| * provided evidence to support my appeal, |  |
| * confirmed the outcome I am seeking. |  |

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| Did you contact the Students’ Union for advice before completing this form? |
| Yes  No\* |
| ***\**** If the answer is no, please provide details of why you did not seek this advice. |

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| **Signed/Name:** |  |
| **Date:** |  |

**HOW TO SUBMIT YOUR FORM AND EVIDENCE**

**By email (preferred)**

Email the form and copies of any evidence to: [conductandappeals@wlv.ac.uk](mailto:conductandappeals@wlv.ac.uk)

**Hand deliver to the Conduct and Appeals Unit:**

Conduct & Appeals Unit

3rd Floor MX Building

On arrival please use the internal phone at the end of the corridor to call ext: 2079 or 3062 and we will collect the forms from you.

**By Post:**

Conduct & Appeals Unit,

Registry, University of Wolverhampton

MX Building, City Campus Molineux, Wolverhampton, WV1 1AD

**WHAT HAPPENS NEXT?**

You will receive a formal acknowledgment of your appeal within the next 7 working days. You will normally receive a substantive response within 30 working days.