# Academic Appeal Form

**For students studying on an Undergraduate or Postgraduate Taught Programme at University of Essex Online (a University of Essex Partner Institution) appealing the decision of the Boards of Examiners.**

Please complete this form in full & send it to [appealsandcomplaints@online.essex.ac.uk](mailto:appealsandcomplaints@online.essex.ac.uk)

Before you complete this form please read the [Appeals Procedure and guidelines](https://www.essex.ac.uk/student/exams-and-coursework#academic-appeals) online.

Appeals must be submitted electronically within ten working days of the publication of your examination results.

If you require any further information about the Appeals Procedure from the University of Essex Online please contact your Student Support Team, or the Partnerships Team via email at [partners@essex.ac.uk](mailto:partners@essex.ac.uk).

Section 1: About You

Please provide us with your information so that we can identify you and know how to contact you about your appeal.

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| Student ID Number: | **Click or tap here to enter text.** |
| Your Name: | **Click or tap here to enter text.** |
| Contact Telephone Number: | **Click or tap here to enter text.** |
| Contact Email: | **Click or tap here to enter text.** |
| Address: | **Click or tap here to enter text.** |
| Your Course: | **Click or tap here to enter text.** |
| Your Department: | **Click or tap here to enter text.** |
| Date you received your results: | **Click or tap here to enter text.** |

#### Section 2: Grounds for Appeal

#### An appeal will only be upheld if it has valid grounds, which are outlined below, and if it is agreed that this had a detrimental effect on the Board of Examiner’s decision about your academic progress.

#### Please mark an X next to the grounds upon which your appeal is based

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| **Extenuating circumstances**  i. there is a new claim of extenuating circumstances (or new evidence for a previous claim) which for good reason was not previously available to the Board of Examiners and which might have materially affected the outcome. |  |
| **Procedural irregularities**  ii. the Board of Examiners did not follow the University’s procedures which disadvantaged the student’s case. |  |
| **Concerns of prejudice and/or bias**  iii. there is evidence of prejudice and/or bias during the consideration of the student’s progress by the Board of Examiners. |  |

There are limited grounds that students can submit an appeal against. In this section, please confirm below the grounds that your appeal is based on. Valid appeals will be submitted to an Appeal Officer for investigation by the University’s Academic Registrar (or nominee).

If your appeal is based on the grounds listed below, then it will not be accepted. The following are examples of appeals that are not valid and any appeals based exclusively on one or more of these grounds will be rejected automatically:

* disagreement with a mark or grade and/or appeals against the academic judgement of internal or external examiners. Coursework and examinations cannot be remarked, except in cases of procedural irregularities;
* any provisional mark or informal assessment of the student’s work by a member of staff that is not the final mark approved by the Board of Examiners;
* the retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Board of Examiners before their meeting;
* appeals against the judgement of the Board of Examiners in assessing the significance of extenuating circumstances, and whether and to what extent they affected academic performance;
* marginal failure to attain a higher class of degree;
* appeals where the grounds of complaint concern the inadequacy of teaching or other arrangements during the period of study; such complaints must be raised, in writing, before the examination board meets.

#### Section 3: Your Appeal

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| **What is the decision against which you are appealing?** |
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| **What outcome are you seeking?** |
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| **Appeals Statement**  **Please give the reasons for your appeal and any other explanation/information that may be relevant.** |
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#### Supporting Evidence

#### You should provide evidence to support your appeal, such as evidence that substantiates your extenuating circumstances, demonstrates that you could not provide your extenuating circumstances before the published deadline or provides proof of a procedural irregularity.

#### The more evidence that you are able to provide, the more likely it is that your appeal may be upheld.

#### Appropriate evidence may include, but is not limited to:

#### Medical certificate/hospital letter

#### Death certificate/order of service

#### Copies of written correspondence with the University or external organisations

#### An evidence pro-forma from Student Support

#### Section 4: Declaration and Signature

#### Please check the declaration and statement before providing your signature. If you send the form as an email attachment, please type ‘submitted electronically’ in the signature box

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| I confirm that the information given in this form is true to the best of my knowledge: |  |

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| **Signature** | **Date** |
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