

# Higher Level 4/5 Academic Appeal Application Form

**2024-25**

Before completing this form, please read Higher Level 4/5 Student Academic Appeals Policy, Regulations and Procedures document, and the Higher Level 4 Framework for Assessment in Higher Education.

## **SECTION 1: Personal and course information**

<b>TITLE</b> (e.g., Mr, Mrs, Ms, Miss, Other)	
<b>FAMILY NAME(S)</b>	
<b>FORENAME(S)</b>	

<b>APPEAL</b>	
---------------	--

<b>SECTION 2: GROUNDS FOR APPEAL.</b>	
<p>You should read the following permissible grounds for appeal carefully. You are not permitted to appeal on any other grounds. <b>In particular, appeals will not be accepted simply because you are dissatisfied with an assessment mark or grade. I wish to appeal against the decision of the Assessment Board on the grounds that</b> (State YES in one or more of the relevant boxes).</p>	
<p>Circumstances affected the student's performance of which, for good reason, the Assessment Board may not have been made aware when the decision was taken and which might have had a material effect on the decision (Note: <b>if students wish to appeal on such grounds, they must give adequate reasons with supporting documentation why this information was not made available prior to the decision being made</b>).</p> <p>PLEASE COMPLETE SECTION 3</p>	YES/NO
<p>There was a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred.</p> <p>PLEASE COMPLETE SECTION 4</p>	YES/NO
<p>There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.</p> <p>PLEASE COMPLETE SECTION 5</p>	YES/NO

**ALL APPLICANTS MUST COMPLETE SECTIONS 6 AND 7.**

<p><b>SECTION 3: CIRCUMSTANCES AFFECTING PERFORMANCE</b></p> <p>3.1 Did you report any illness or other factor using the Mitigating Circumstances procedure before the meeting of the Assessment Board?  <b>If YES: Please complete sections 3.2 and 3.5.</b>  <b>If NO: Please complete sections 3.3, 3.4 and 3.5</b></p>	YES/NO
<p>3.2 Please specify below to whom the circumstances were reported and provide full details of the illness or other factor you have reported previously. If there are any additional circumstances that have not been previously reported, please complete sections 3.3, 3.4, and 3.5</p>	

3.3 Please provide details of the illness or other factor that you did not report previously. Appeals on medical grounds will not be considered without written evidence (original document not a photocopy), from a medical practitioner or other health professional, which should be submitted with this form.	
3.4 Please state why you did not report the circumstances detailed in 3.3 above meeting of the Assessment Board.	
3.5 Please state why you believe the circumstances detailed in 3.2 above had an adverse effect on your academic performance.	

**SECTION 4: MATERIAL ADMINISTRATIVE ERROR/PROCEDURAL IRREGULARITY**

4.1 Please state why you believe there has been a material administrative error or why some procedural irregularity has occurred

--



**SECTION 7: DECLARATIONS**

**All applicants SHOULD complete this section.**

If you have included information as part of this appeal about an illness, physical or learning disability or mental health condition, which may be classed as a disability (e.g., lasting more than twelve months) and have not already disclosed this to the College, it may be in your best interests to do so (irrespective of the outcome of your appeal). The College Student Support Services may then be able to offer you advice and guidance and potentially longer term adjustments to the way you are taught and/or assessed. If you do **not** wish us to share this information with the Disability