

Academic appeal checklist

Please use this checklist before submitting your appeal

Grounds for appeal

Is your appeal based on one or more of the following grounds?

- Procedural irregularities in the assessment process
- Bias or perception of bias in the assessment process
- Exceptional mitigating circumstances not previously available

Yes	No
Go to evidence checklist A	Go to criteria checklist B

A) Evidence checklist

Your appeal *must* include the following information.

1. The date of the scheme assessment board or panel meeting
2. The deadline for the appeal submission
3. A copy of your results or academic transcript
4. A factual statement outlining the circumstances of your appeal
5. Independent supporting evidence. This is essential if your appeal is based on your physical or mental health. We cannot accept self-diagnosis.

*Copy this information from
your results or decision letter*

Your appeal will not be processed if the above information is missing.

B) Criteria checklist

Are you submitting an appeal because you:

- disagree with a mark or grade, regardless of the reason?
- disagree with a degree classification awarded?
- want to challenge the academic judgement of examiners on an assessment outcome or on the level of award recommended or granted?
- believe your academic performance was adversely affected by factors such as ill-health, where there is no independent, medical or other evidence to substantiate this?
- disagree with the outcome of a properly considered exceptional mitigating circumstances (EMC) claim?
- want to complain about the delivery of teaching and/or methods of assessment?
- failed to present new circumstances to the original board or panel?

If you answered 'yes' to any of the above, please speak to your tutor for advice. These criteria are not acceptable grounds for an academic appeal.

Formal notification of academic appeal

Please read the [guidance notes](#) or contact the [Students' Union](#) or [Student Cases team](#) before completing this form.

Name:	Student ID number:
Programme title:	Year of study/ cohort:
E-mail address:	Telephone:

Under which ground(s) are you submitting your application?

Tick

Procedural irregularity in the assessment process	
Bias or perception of bias	
Exceptional mitigating circumstances, details which were, for good reason, not previously available to the appropriate assessment boards via the EMC process.	

Please state which modules are the subject of this appeal.

Note: it is *your* responsibility to ensure your application specifies the correct module codes and all relevant elements of the assessment you are applying for.

Module number	Element (eg exam/practice/coursework)	Assessment dates	EMC dates (where relevant)	Evidence submitted?

What outcome do you expect from your appeal?

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Your appeal *must* include the following information.

Scheme assessment board/panel meeting (*copy date from your results/decision letter*)

Deadline for submission of appeal (*copy date from your results/decision letter*)

A copy of the results letter/academic transcript (*delete as appropriate*) Yes / No

A factual statement for this appeal (*delete as appropriate*) Yes / No

Independent supporting evidence (*delete as appropriate*) Yes / No

Please note: failure to include this information may result in your appeal being rejected.

Student declaration *Please read and sign*

By signing this appeal form I confirm the above information and supporting evidence is true and accurate. I understand that failure to submit supporting evidence may result in this application being rejected regardless of the subject of the appeal. I have read and understand the academic appeal guidance notes and the possible outcomes of this appeal. I understand that advice and guidance is available from the Students' Union.

Signature:

Date:.....

Contact for queries: student-cases-team@edgehill.ac.uk