

Academic Appeal Process Explained

What is an academic appeal?

It is a request to review an Examination Board¹ or an Academic Progress Panel (APP) decision about an assessment results, academic progression and/or award, where their decision was made in absence of essential information regarding your performance in a particular unit/assignment or overall academic performance.

What are the grounds to appeal?

There are only 2 grounds:

1. Exceptional extenuating circumstances

These arise where you can evidence that your assessment performance was adversely affected by an illness or some other reason which resulted in you being unable or unwilling to divulge via the Mitigation Process before the Examination Board has reached its decision.

2. Operational problems impacting on academic outcome

This is when you (or a source) can evidence that assessments were not conducted in accordance with the relevant university regulation or policy **OR** that there was a university administrative error or irregularity in relation to the teaching or assessment (including project and placement units) that adversely affected your assessment performance.

NB If you have exceptional circumstances that can be evidenced which confirms why you did not apply for mitigation before the deadline (e.g. you were in hospital or a close family member had passed away suddenly), then mitigation MAY be able to review this. You MUST contact them as soon as you are able to. Academic Appeals are not normally submitted when there is a bereavement. The University Extenuating Circumstance Process² must be used in such cases. You will however be expected to explain and demonstrate why they did not contact the Mitigation Team when there were affected by extenuating circumstances at the time of their assessment.

Both of these grounds cover circumstances beyond your control that had a direct impact on your academic performance.

If you are not sure if you have grounds speak to **Beds SU Advice Service**
be.supported@beds.ac.uk for further guidance

I am not happy with my grade, can I appeal?

No, the appeals process will not allow you to challenge an academic decision. The University uses internal moderation processes³ and external examiners⁴ to ensure that marking is consistent across the university; therefore you cannot appeal solely because you disagree with your grade.

If you don't know why you failed, you should seek feedback from you tutor to clarify this. You can also refer to the University Regulations and Quality Assurance Handbook⁵ available on the university website for clarification on the grading process and systems in place that are in place to ensure this process is fair.

When to appeal?

You can only appeal once the Board of Examiners approved your grades and makes your results final; hence the appeal is against their decision. You will normally receive notification of your assessment 48 hours after the Examination Board has met. Examination board dates can be found by contacting your Field or Programme Administrators. Alternately you can check E-vision to find out your grades. If there is an asterisk * next to your grade that means the grade is still provisional and has not been confirmed by the examination board. The Adjudication team may also be able to advise you on this.

Appeals must be sent to the Adjudication team at adjudication@beds.ac.uk within **15 working days** from the date on which you received formal notification of the decision of the Examination Board.

How to appeal?

In order to appeal you need to complete the **Stage 1 Academic Appeal Form**. An electronic version can be found when you search *Appeals* on www.beds.ac.uk

Appendix 1
UNIVERSITY OF BEDFORDSHIRE ACADEMIC APPEAL FORM - STAGE 1

Please read the Academic Appeals Policy before completing this form. If you need help completing the form, you should contact the Student Union Welfare and Advice team on su.support@beds.ac.uk

All sections of this form must be completed in full and official supporting evidence must be provided. Please sign and date the form. Your appeal will be delayed if you do not complete this form in full.

Your details

Student number	Name	Course title	Street address
Phone number (U)	Address for correspondence		

Please answer these questions to check your appeal is eligible for consideration

1. Have your marks been confirmed by the Exam Board? If you answer 'no' to this question, please wait for your results before appealing. (See section 4.2)	YES/NO
2. Are you appealing within 20 working days of receiving formal notification of your results? If your appeal is submitted late, it will not normally be considered. (See sections 3.25 and 3.26 for taught courses and sections 4.20 and 4.21 for postgraduate research courses)	YES/NO
3. If you are not appealing within 20 days of receiving formal notification of your results, is there an exceptional reason for that? If 'Yes', please provide an explanation and evidence to support your claim in Section 6. (See section 3.26 for taught courses and section 4.18 for postgraduate research courses)	YES/NO
4. Are your grounds for appeal either: - Exceptional mitigating circumstances, or - Operational problems impacting on academic outcomes Please note that appeals will not be considered against the academic judgment of the Examiners. (See sections 3.2 and 3.23 for taught courses and sections 4.3 to 4.6 for postgraduate research courses)	YES/NO

If you have answered 'no' to any of the above questions, it is unlikely that the University will consider your appeal. Please contact the Adjudication Team (adjudication@beds.ac.uk) if you need further advice.

If you have answered 'yes' to the above questions, it is likely that your appeal is eligible for consideration. Please complete the rest of the form and send it to the Adjudication Team (adjudication@beds.ac.uk)

5. Details of assessments affected

UNIT CODE	ASSESSMENT TYPE	ASSESSMENT NUMBER	ASSESSMENT DATE	WAS THIS ASSESSMENT AFFECTED?	WHEN WERE YOU NOTIFIED OF THE DECISION?
e.g. ABB011	Preparation	001	7 May 2020	Yes	27 Jan 2020

Full details can be found in Section 3. Please note that grades marked with an * are provisional and you will be notified by the Examination Board. Appeals can only be considered after grades are confirmed.



This section will require you to complete your personal details.



This section will ask you a series of questions about the eligibility of your appeal.

If you answer 'no' to any of the above questions, it is unlikely that the University will consider your appeal. Please contact the Adjudication Team adjudication@beds.ac.uk if you need further advice.



If you have answered 'yes' to the above questions, then continue with the form.

This section will require you to detail which assessments were affected.

This section will ask you to list what supporting evidence you are providing. *More information about evidence can be found below.*



This section will ask you about the detail of your appeal. Make sure you include:

- The details of the problem that occurred
- The date(s) it affected your performance
- What you did to resolve the issue at the time, *e.g. speak to Student Engagement and Mitigation Team or Student Support*
- The outcome you are seeking



This section is your declaration confirming that you have completed the form to the best of your knowledge and that you understand the proceedings.



6. You must support your appeal with documentary evidence to substantiate claims. Appeals will not be accepted without evidence. Evidence should include the period that you were affected. Please list the documents you have attached here and make sure you attach them to your appeal.

7a. Please explain the decision you wish to appeal and the grounds that affected your academic outcomes:
a. Exceptional mitigating circumstances
b. Operational problems impacting on academic outcomes

8. Specify the date(s) your performance was affected.

9. Please explain how you attempted to resolve your issue at the time you were affected. Include any contact with Student Support e.g. Student Engagement and Mitigation Team.

DECLARATION

By submitting this form to Adjudication - confirm that:

- I have read the Academic Appeals Policy and understand that my appeal will only be considered within the terms of the Academic Appeals Policy and the University Regulations.
- The information I have provided on this form is true to the best of my knowledge.
- I understand that if any information I have provided is found to be false I may be subject to disciplinary proceedings.
- For the purposes of investigating the appeal, I give my permission for the Adjudication Team and Academic Appeals Board to review any information about me held in other University departments including but not limited to my academic department, Finance and Student Support.

PLEASE TYPE - NAME
 PLEASE TYPE - DATE

Do I need evidence?

Yes, evidence is important as it will support your argument and. Academic appeals will also not be accepted without evidence. The type of evidence you will need to provide will depend on which ground you are using to appeal.

- With ground 1 (exceptional extenuating circumstances) you would typically need something like a medical certificate.
- With ground 2 (operational problems impacting on academic outcome) the type of evidence varies depending on circumstances however anything that supports the claims made in your statement is acceptable, for example emails and screenshots.

Where do I hand in my appeal?

Appeals must be sent to the Adjudication Team at adjudication@beds.ac.uk within **15 working days** from the date on which you received formal notification of the decision of the Examination Board.

How long will it take before I get a decision?

The appeals procedure states they will aim to respond within **10 working days** of receipt of your appeal. However it is very hard to give an exact time frame on appeals decision due to a number of factors.

Each appeal is judged on its own merits, some appeals need more investigation than others and some periods during the year are busier than others.

What happens if I am not satisfied with the outcome?

If you are unhappy with the outcome of the investigation, you can contact **Beds SU Advice Service** be.supported@beds.ac.uk for further guidance.

You may be in a position to request that the University conducts a **Stage 2** review if you can provide **new** and **significant information** or **evidence**. The Stage 2 appeal must be submitted within **10 days** of receiving notification of the stage 1 outcome. If you decide to pursue and Stage 2 appeal, it is wise to notify the Adjudication Team.

¹ Examination boards are responsible for setting and awarding qualifications.

² www.beds.ac.uk/studentlife/student-services/academic/extenuating

³ Moderation is a university quality assurance process for ensuring that marks or grades are awarded appropriately and consistently.

⁴ External Examiners ensure that standards are kept the same across universities in the UK and provide an assurance of fair play given that any internal examiners might be prejudiced for or against a candidate. In consequence, if examiners disagree, the view of the external examiner takes precedence over the internal marker.

⁵ <http://www.beds.ac.uk/about-us/our-university/quality/handbook>