

## Assessment Appeal – Section Two

If you wish to appeal a **final award you have been given (i.e. you have completed your programme of study)** you must use Section Two of the Assessment Appeals procedure.

You can only appeal on the following grounds:

- a) Your performance was adversely affected by illness or other significant factors which, for valid reasons, you were unable to divulge before the Board of Examiners met to consider your performance;
- b) There has been a material administrative error;
- c) Assessments were not conducted in accordance with the current regulations governing your course of study;
- d) You have a complaint about academic provision that could not be made known prior to the meeting of the Board of Examiners and for which an academic remedy is being sought;
- e) Some other material irregularity has occurred.
- f) that extenuating circumstances were divulged but:
  - i. there was a procedural error in the decision taken by an Extenuating Circumstances Committee or Board of Examiners when considering the circumstances; or
  - ii. the student is presenting new or additional material evidence, which, for valid reason, they were unable to provide at the time of submitting the extenuating circumstances claim.

A Guild Adviser can help you to establish whether or not you have grounds for appeal.  
**Please be aware you cannot graduate whilst appealing.**

### How to appeal

There is a **10 calendar day deadline** from receiving your award in which to declare your intent to appeal.

During this time you must consult with the Chair of the Board of Examiners. This just means that you need to email them informing them of your intent to appeal and on what grounds. You should note that this contact is for advice only and does not alter your right to appeal (even if your application to appeal is discouraged). You can find out who the Chair of the Board of Examiners is for your course by speaking to your department support office.

After you have consulted with the Chair of the Board of Examiners, you should complete the “Intention to Appeal” form, which can be found on the [University website](#) and send it to [appeals@liv.ac.uk](mailto:appeals@liv.ac.uk) within **10 calendar days** of receiving your final result.

After submitting your “Intention to Appeal” form you then have a **further 14 calendar days** to prepare your full appeal statement and evidence before submitting your full appeal. In your statement you should clearly explain on what grounds you are appealing and refer to any evidence you have.

You are expected to provide all relevant documentation and evidence when you submit your appeal. A Guild Adviser can help you in preparing your appeal by reviewing your statement and evidence. You must submit your full appeal and evidence to [appeals@liv.ac.uk](mailto:appeals@liv.ac.uk).

You will receive an email acknowledging the receipt of your appeal within three working days and this will include the deadline by which you can expect to receive a written response to your appeal.

## Stage One - Consideration of your appeal

Your appeal will be reviewed within 30 calendar days in order to establish whether you have a case to be considered further. You will then be informed that either your appeal is declined or that a case for appeal has been established. If your appeal is dismissed you will receive an Outcome Letter explaining the reasons why your appeal is declined but you do have a right to request a review of this decision (see Stage Two below).

If it is decided that a case for appeal has been established the following actions will be taken depending on which ground you appealed.

Ground:

- a)  
Your case will be reconsidered by the Extenuating Circumstances Committee and then by the Board of Examiners. See our guide on [Extenuating Circumstances](#) for possible outcomes of this. Once this has been considered and a decision made you will not have the right to appeal this decision.
- b), c), e)  
The Board of Examiners will be asked to consider changing their decision. If the Board does not agree to change their original decision, your case will be referred to [an Assessments Appeals Committee hearing](#).
- d)  
Your complaint will be considered under Stage Two of the [complaints procedure](#). If your complaint is not upheld you will have no further right of appeal. If your complaint is upheld, the Board of Examiners will be asked to reconsider their original decision. If they do not agree to change their decision you can request a further review (see Stage Two below).

## Stage Two – Further Review

If you are dissatisfied with the outcome of your appeal at Stage One you have the right to request a review of the decision once you have received your Outcome Letter.

You can request a review on the following grounds;

- a) There was a procedural error in determining the outcome at Stage One;
- b) The decision which was taken appears to be perverse in the light of the evidence provided, or that there is evidence of bias or prejudice in the way in which the decision was reached;
- c) There is new material evidence which you were unable, for valid reasons, to provide earlier in the process.

You have **ten calendar days** of the date on your Outcome Letter to submit your request for a review to the Academic Secretary. They will then review your submitted documentation in order to determine whether there is a case for the appeal to be considered further.

Where the information you have provided does not constitute a case for an appeal to be considered further, you will receive a Completion of Procedures Letter informing you of this decision. This letter will be sent within **five calendar days** of the decision.

If it is decided that your case warrants further investigation you will be informed of this decision and the possible outcomes. Your case could be referred to an [Assessments Appeals Committee hearing](#). A Guild Adviser can advise and support you throughout the process.