

Assessment Appeal – Section One

You can use the [Section One Appeals process](#) if you want to appeal against an individual module or assessment mark or a decision made by a Clinical Assessment Panel or academic integrity panel.

You can only appeal on the following grounds:

- a) There has been an administrative error in recording or calculating your mark or result.
- b) Assessments were not conducted in accordance with the current regulations governing your programme of study.
- c) There was a procedural error in determining a decision of copying, plagiarism, collusion or dishonest use of data.
- d) You have a complaint regarding 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.

How to appeal

There is a **10 working day deadline** from receiving your mark in which to submit your 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 Examiner's is for your course by speaking to your department support office.

In order to submit your appeal, you must complete the "Section One Appeal" form, which can be downloaded from the [University website](#). Read the form carefully and fill in all relevant sections.

You should also include any relevant evidence in your submission; this may include copies of emails, feedback from the module leader, Turnitin reports etc. When filling out the form, clearly explain the grounds upon you are appealing and refer to any evidence you have included.

You are expected to provide all relevant documentation and evidence when you submit your appeal.

You need to demonstrate on the form how your case satisfies this ground for appeal, particularly, demonstrating why you could not have raised the issue at an earlier point.

A Guild Adviser can help you in preparing your appeal by reviewing your statement and evidence.

Once completed, you must send your Appeal form, statement and evidence to the Secretary of the Board of Examiners **within ten working days**. You can find out who the Secretary is by speaking to your department support office.

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

Appeals made under grounds a-e will be reviewed within 26 calendar days in order to establish whether you have a case to be considered further. If you appeal under ground f, the University will inform you of the timescale in which you can expect to receive an outcome. You will then be informed that either your appeal is declined or that a case for further review has been established. If your appeal is dismissed you will receive an Outcome Letter but you do have a right to request a review of this decision (see Stage Two below).

If your appeal is to be considered further, an independent member of academic staff will be appointed to review your case. They will make a written report of their findings within 26 calendar days of the request to investigate and recommend to the Chair of the Board of Examiners whether your appeal should be upheld, partially upheld or not upheld. The Chair will then decide on the most appropriate course of action and you will be informed in writing. A Guild Adviser can help you understand what will happen next and the recommendations made on your appeal.

Possible Outcomes

- a) Where there is evidence of an error in the calculation or recording of the mark, the mark should be amended appropriately.
- b) Where there is evidence of a procedural irregularity in the conduct of the assessment, which could have disadvantaged your performance, the Board of Examiners will determine the most appropriate course of action.
- c) Where there is evidence of a procedural irregularity in the determination of copying, plagiarism, collusion or dishonest use of data, which casts doubt on the reliability of the original recommendation by the Assessment Officer, the Board of Examiners should overturn the original decision. The Board should appoint a new Assessment Officer, who has had no material involvement in the previous investigation or decision, to investigate the allegation of academic misconduct, and where appropriate, make a recommendation to a future meeting of the Board of Examiners.
- d) Where an issue of complaint about academic provision is upheld, the Board of Examiners will determine the most appropriate course of action.
- e) Where there is evidence of some other material irregularity, the Board of Examiners will determine the most appropriate course of action.
- f) Where there is evidence that a decision regarding extenuating circumstances was not reasonable, the Extenuating Circumstances Committee and Board of Examiners will determine the most appropriate course of action.

After the Board of Examiners has made a decision, the Secretary will issue you an Outcome Letter within **five calendar days** informing you whether your appeal has been upheld (or partially upheld) and any actions taken by the Board of Examiners.

Stage Two - 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 **14 calendar days** of the date on your Outcome Letter to request a review.

You must include the following in your request;

- nature of the appeal
- correspondence received by or provided by the student under Stage 1 of this Procedure, including the University's written response to the appeal (the Outcome Letter)
- statement as to why the student remains dissatisfied
- the remedy they are seeking

You should send your request to appeals@liv.ac.uk. You will receive an email acknowledging the receipt of your appeal within five calendar days.

An independent member of staff will be appointed to review your case. They will 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. A Guild Adviser can advise and support you throughout the process.