

Academic Appeal Form For Students Studying For Pearson Higher National Awards At South Essex College

Please submit this form within 5 working days of either:

- the date on which you were formally notified of the outcome against which you are Appealing;
- or
- where informal resolution has been sought, the date of the last communication to you regarding the outcome of the informal stage

You should complete this form if you want to formally raise concerns about an academic result or circumstances relating to it. We will take your concerns seriously and our Regulations are designed to enable the circumstances to be considered fully.

This form should be completed electronically and emailed to the following:

- **Stage 1** – Your Assessor or Tutor (use of form is optional at this stage)
- **Stage 2 and 3** - appeals@southessex.ac.uk

Your Personal Details: Please complete all sections	
Title	
First name	
Last name	
Student ID No.	
Postal Address	
College Email Address	
Personal Email Address	
Programme of Study:	
Year: e.g. 1st	
Programme Team Lead	
School of Study e.g. Creative Media and Business and IT	

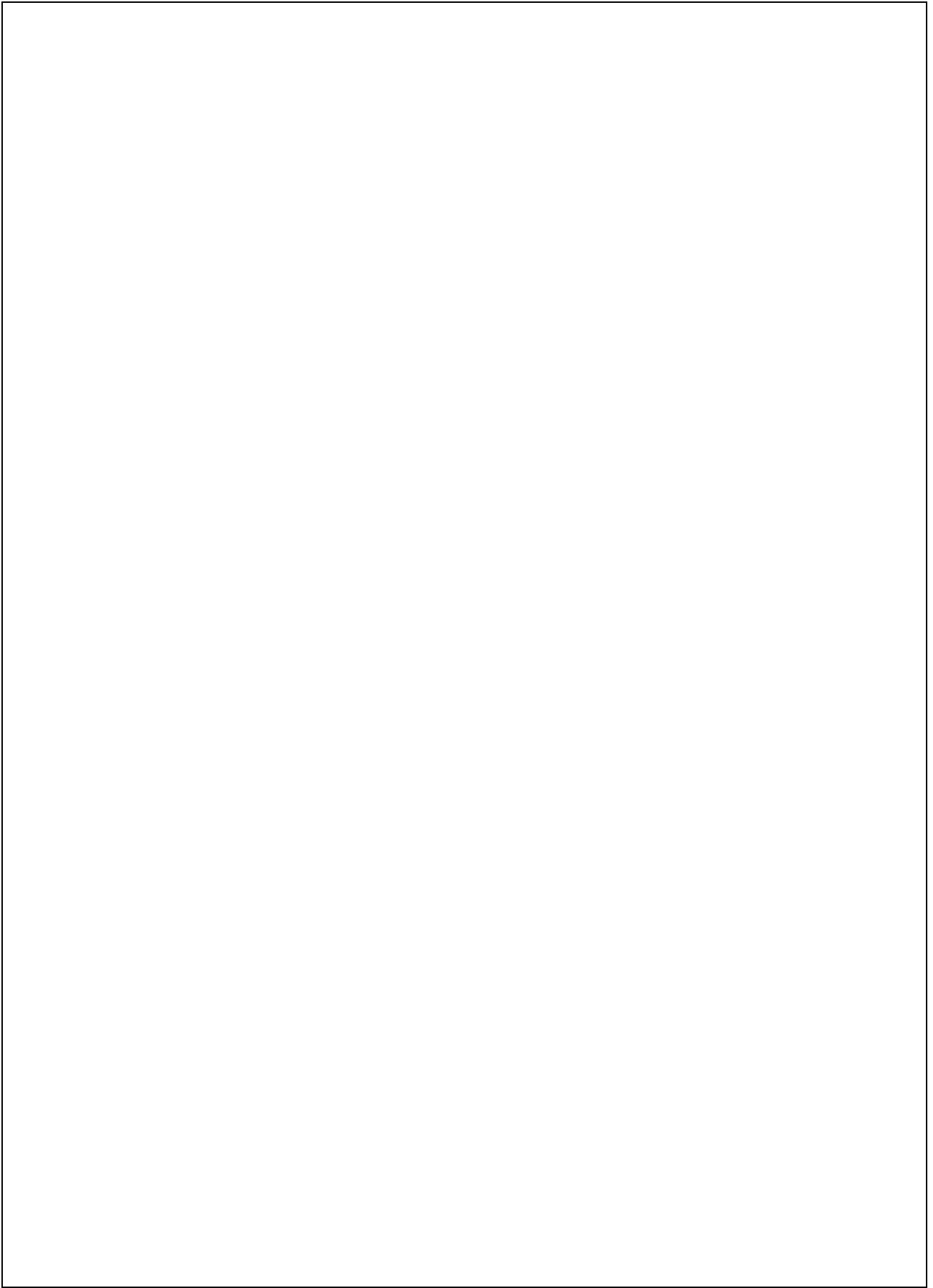
Grounds for Appeal: Please indicate here the grounds on which you appeal is based. Explanations of these can be found in the Procedure for Academic Appeals Higher Nationals available on our [Policy and Procedures](#) page under Pearson BTEC Higher National Programmes (Level 4-5)

1	Procedural irregularities	
2	Challenge of assessment decision	
3	Required withdrawal from a course	
4	A penalty applied in respect of plagiarism and/or collusion	
5	Extenuating Circumstances not previously submitted	

Information Regarding Your Appeal

What stage Appeal are you submitting?	Stage 1	
	Stage 2	
	Stage 3	
How were you informed about the decision against which you are appealing?		
On what date were you informed of the outcome against which you are Appealing?		
Who informed you of outcome against which you are Appealing?		

Details of Appeal: Please give full details of all events or information that are relevant to your appeal outlining the key points. You should include names and dates where possible.



Supporting Evidence: Please note you are responsible for providing all the evidence you wish to be considered with your appeal at the time of submission.

Evidence must be submitted in English. Where the original evidence is written in a different language an official translation must be submitted along with the original evidence. Translations of evidence will not be considered without sight of the original.

You should provide supporting evidence for the circumstances listed in relation to your appeal. Please list and number the evidence below (some examples of appropriate evidence include; medical certificate, doctor's letter, supporting letter from an independent third party, travel documents):

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Declaration: I confirm that the information given on this form and in the supporting documents is true to the best of my knowledge and belief. I confirm that where I have submitted evidence all documents are true copies of the original document and where evidence relates to a third party that I have obtained the permission of the said third party to submit the evidence with this appeal.

Name	
Signature (Electronic)	
Date	

