

**Academic appeal form for students studying for Pearson
Higher National AWARDS at South Essex College**

Appeal against the decision of an internal Assessment decision

Name:	
Student ID No.	
Correspondence Address:	
Telephone no:	
Personal Email address:	
School:	
Programme of Study:	
Year: (1st, 2nd)	

Please indicate here which grounds apply and then give full details of your appeal on the following sheet. *(Please mark the appropriate box)*

(1) Extenuating circumstances	<input type="checkbox"/>
(2) Procedural irregularities	<input type="checkbox"/>
(3) Challenge of assessment decision	<input type="checkbox"/>

Please justify your appeal below

Name	
Signature:	
Date:	

Please complete this form, print it out and sign it and submit it by email to appeals@southessex.ac.uk and to your tutor.

1. GROUNDS FOR APPEAL - EXTENUATING CIRCUMSTANCES:

"Extenuating circumstances of which the Assessor/ Assessment Board was unaware and of which the student could not reasonably have been expected to inform the Assessment Board in advance."

Extenuating circumstances are defined as: "Circumstances beyond a student's control which could cause him or her to perform less well in coursework or examinations than he or she might otherwise have been expected to do and which affect the student for a significant period of time."

The following grounds for appeal will NOT be considered:

"The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Assessment Board before their meeting."

2. GROUNDS FOR APPEAL - PROCEDURAL IRREGULARITIES

"Procedural irregularities in the conduct of the Assessment/ Assessment Board (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred."

3. CHALLENGE TO ASSESSMENT GRADE

An appeal can be made against a student's assessment grade if a student feels that an assessment grade has not been awarded fairly against the awarding body's assessment criteria and requirements. They must be able to provide evidence that the assessor has not applied the criteria accurately.