

# STAGE 1 APPEAL FORM

THE INFORMATION ON THIS FORM IS CONFIDENTIAL

## Before completing this form:

- Please read the guidance notes on page 3. You can also visit the College Webpage:  
<https://www.southessex.ac.uk/he/he-policies-and-procedures>

**Please contact the HE Student Support Office for advice at the earliest opportunity:**

**E:** [hesupport@southessex.ac.uk](mailto:hesupport@southessex.ac.uk)

**T:** 01702 220475/220696

**W:** <https://www.southessex.ac.uk/he/he-support-services>

- All correspondence relating to this request for review will be sent to your registered UCSE email address. Please make sure that you check it regularly. If your contact details change, you must tell the University Appeals Unit immediately.

Please email this form to [appeals@southessex.ac.uk](mailto:appeals@southessex.ac.uk) within 15 working days of the publication of results and keep a copy for your records.

## Part A - Student Details:

1	First Name:	Course Title:
	Surname:	College:
	Student ID number:	Year of Study:
	UCSE email address:	Programme Leader:
	Contact telephone:	
	Postal address:	
2	Do you have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you think you will need any disability related support or adjustments at any stage during the review process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please detail your requirements here: <i>Please note that these requirements should relate directly to support <b>during the appeals process</b> and you do not need to disclose the nature of your disability.</i>	
	If you have spoken to someone about your disability (e.g. your College Disability Officer, Learning Support Adviser or the Central Disability Team) please give their name and contact details:	
	You can find contact details for Disability Services on the College website <a href="https://www.southessex.ac.uk/he/he-support-services">https://www.southessex.ac.uk/he/he-support-services</a>	

## Part B – REASONS FOR APPEAL:

3	Please confirm the Exam Board Decision you are appealing against (i.e. D-, Resubmit, Retake) and the date the decision was published (this should be the date at the top of your results letter):	
	Exam Board Decision:	Date of Publication of Results:
	PLEASE SUBMIT A COPY OF YOUR EXAM BOARD RESULTS LETTER WITH THIS FORM Failure to do so will delay the consideration of your appeal.	
4	Please indicate the ground(s) on which you are appealing:	

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<input type="checkbox"/>	There was a material administrative error or other material irregularity in the conduct of the assessment (including accommodated assessment/reasonable adjustment for disabled students or the application of the University's academic regulations)
<input type="checkbox"/>	Extenuating circumstances, which for valid reasons, had not been made known to the examination board which had they been referred might have led the examination board to reach a different decision
The University Appeals Unit will consider any matter which in all the circumstances ought properly to be considered by a University Appeals Body in the interests of fairness.	
5	Have you spoken to anyone about your appeal? Yes No
If yes, what is the person's name and position?	
Have you contacted the Students' Union? Yes No	
Are you happy for a copy of this form to be forwarded to the Students' Union? Yes No	

### Part C - Supporting Statement:

6	Please indicate all of the units and assignments that have been affected by the grounds, including the assessment deadlines:
7	Please give detailed reasons for your appeal and explain how it may have affected the decision of the exam board:
8	If the appeal is on the ground of extenuating circumstances, please describe how the circumstances affected your assessment:
Please give the exact dates affected by the circumstances:	
Please explain why you did not submit a claim for Extenuating Circumstances at the time of the assessment:	

### Part D - Supporting Evidence:

9	Please list the evidence attached to this form:	
<i>Please note that failure to include the necessary evidence will delay the appeal process. Guidance on appropriate evidence can be found on the Complaints and Appeals webpage.</i>		
10	Student Signature:	Date:

Please email this form to [appeals@southessex.ac.uk](mailto:appeals@southessex.ac.uk) and keep a copy for your records.  
The deadline for the submission of this form is 15 working days from the publication of results.

## Guidance for Completing this Form

### Deadline for Submitting your Request

Stage 1 Appeals must be received by the University Appeals Unit ([appeals@southessex.ac.uk](mailto:appeals@southessex.ac.uk)) within 15 working days of the publication of your results. You can find this date at the top of the results letter that you receive from your College.

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The HE student Support can discuss any concerns you may have about your assessment and the appeal process. You are advised to contact them at the earliest opportunity:

Email: [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk)

You can also visit the University Complaints & Appeals webpage for more information:  
<https://www.southessex.ac.uk/higher-education/higher-education-policies>

## Part A – Student Details

### 1 Contact Details

Please complete your contact details in full. All correspondence relating to this appeal will be sent to your registered University email address, so you should make sure that you check it regularly. If your contact details change, you must inform the University Appeals Unit immediately.

### 2 Students with Disabilities

The University works hard to anticipate and meet disabled students' needs. Section 2 asks you to inform us if you have a disability and whether you need any support or adjustments. This helps us ensure that you can access the review process. By 'disability' we mean: sensory or physical difficulties, long-term health conditions, mental health difficulties, autistic spectrum disorders (including asperger syndrome) or specific learning difficulties (e.g. dyslexia, dyspraxia, ADHD).

You do not need to disclose the nature of your disability, but it will help us to make adjustments to the appeal process if you tell us about the type of support you usually need. Some examples might be that you need help completing forms or information in alternative formats, or that you have access requirements which will need to be taken into account. If you do complete this section of the form the College Appeals Unit will contact you to discuss your requirements. Any information you provide will be handled sensitively. If you have any concerns about disclosing disability information on the form, please contact the HE Student Support Team for advice on [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk)

## Part B – Appeal Details

### 3 What decision would you like to have reviewed?

Please indicate clearly the exam board decision that you wish to have reviewed. This might be the overall exam board decision, or the decision for a particular unit.

### 4 What are the grounds for your appeal?

This form is to be used only for requesting a review of an examination board decision on the following grounds:

#### 1. Material Irregularity

This means that the University made an administrative or other error which had a significant impact on your assessment and on the grade you received. This includes any instances where disabled students have not received the agreed level of support that they need.

#### 2. Extenuating circumstances, which for valid reasons, had not been made known to the exam board

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There may be exceptional circumstances that affect your ability to meet an assessment deadline or affect your performance in assessment. These should normally be dealt with through the EC Claims procedure, before the exam board meets. However, you may be able to request a review on these grounds if you couldn't submit the claim at the time of the assessment (for example, you were in hospital at the time of the assessment and unable to communicate with the college).

The University Appeals Unit will also consider any matter which it feels is reasonable and fair. However, appeals may not be based on disagreement with the examiner on the grounds of academic judgement, specifically, disagreements on the merit of individual assessments in relation to marks, grades or other measures of performance.

### 5 Who have you spoken to about your appeal?

Please indicate whether you have already spoken to your tutor, course director or the Students' Union. This helps us to liaise with the right people to follow up your appeal. We would also like your permission to forward your request to the Students' Union so that they can provide you with support throughout the appeal process.

## Part C – Supporting Statement

### 6 Which Units and Assignments have been affected?

Please indicate clearly all the units and assignments that have been affected by the grounds for appeal. Please also tell us the hand in date for each assignment.

### 7 Supporting Statement – Stage 1 Appeal

Please use this section to give more details about your appeal. You will need to explain how the grounds may have affected the decision of the exam board. For example, if the exam board was not aware of your extenuating circumstances, they will not have been able to take these into account when making their decision. For claims of material irregularity, you will need to explain how the circumstances had a **significant** impact on the exam board's decision. For example, if you have a disability but did not receive the reasonable adjustments that you need, you may feel that this has affected your performance at assessment.

### 8 Details of Extenuating Circumstances (ECs)

If the appeal is based on the grounds of extenuating circumstances it must be made clear why the EC form was not submitted at the time of the assessment. Please give as much detail as you can about the time period and assessment deadline(s) affected by the ECs. You will also need to make clear how the ECs affected your ability to complete your assessment – for example, the EC may have prevented you from handing in the work on time, or you may not have been able to complete the work at all.

Acceptable grounds, those considered as an EC, can be found in the guidance on Extenuating Circumstances. You can find this here : <https://www.southessex.ac.uk/he/he-policies-and-procedures>

## Part D – Supporting Evidence

### 9 Evidence

Appeals must be supported by written evidence wherever possible. Please see the guidance on the University Appeals Procedures published under University of Arts London on our HE Policies and Procedures webpage for more information. This list is not exhaustive and additional evidence may be needed by the University Appeals Unit.