

APPEAL FORM

This form can be used by a student to appeal against the decision of an Assessment/Progression Board.

You can seek advice from the Students' Union Advice and Information Service during the appeals process, but please do not delay submitting your appeal form whilst waiting for an appointment, as your appeal could be rejected as submitted out of time. You can call 020 8223 7025 to arrange an appointment or for e-mail advice, complete the Contact Form at this address: <https://www.uelunion.org/advice/academic/contact/> Studentadvice@uel.ac.uk.

Please do the following:

1. Read Part 7 of the Manual of General Regulations (Appeals against Assessment Board decisions), paying particular attention to paragraph 5 which sets out specified deadlines for submitting appeals. Guidance notes are also available at: [Student Appeals](#)
2. **Complete sections 2 to 4 of this form. Section 1A or 1B must be completed by the Chair to indicate his/her decision and should be returned to the student.**
3. Complete Section 1C of the form once the Chair has issued a decision on your appeal and email to the Complaints and Appeals team at appeals@uel.ac.uk or send to Complaints and Appeals, University of East London, Docklands Campus, 4-6 University Way, London, E16 2RD.

NOTE: when appealing, there is the possibility that the final outcome may not be decided until after the reassessment opportunity period. If this proves to be the case, you may be asked to re-sit the component in question whilst you await a decision on your case and you should therefore prepare appropriately for this scenario.

STUDENT DETAILS

Title	
Surname	
Forename(s)	
Correspondence address	
Contact tel.	
E-Mail address	
Student Number	
Programme of study (please state if this is an apprenticeship course)	
Do you have a registered disability or learning difficulty which you would like the Complaints and Appeals team and the Chair to be aware of? If so, please provide details:	

SECTION ONE – CONSIDERATION OF APPEAL BY CHAIR

(A) FOR COMPLETION BY THE CHAIR OF THE ASSESSMENT BOARD, OR NOMINEE, FOLLOWING CONCILIATION MEETING

I have reached the following decision *(please tick one box)*

To UPHOLD the appeal and allow the student an uncapped re-sit opportunity for the component

To DISMISS the appeal

To allow the student to continue on the Programme, re-taking the module in the next academic year

To amend the original progression decision awarded by the Board

PROGRESSION DECISION AMENDMENT

PREVIOUS DECISION

NEW DECISION

Please explain the rationale on which your outcome decision was based. If there are minutes from your conciliation meeting, please attach a copy with this form. *This section should be completed in all cases (continue on a separate sheet if required).*

If relevant to this appeal and if the student accepts your decision, should they now:

- | | | |
|--|-----|----|
| <input type="checkbox"/> go ahead and enrol for the current academic year? | YES | NO |
| <input type="checkbox"/> enrol for the next available in-take? | YES | NO |

(B) FOR COMPLETION BY THE EXTENUATING CIRCUMSTANCES PANEL

Extenuating circumstances claim is (please tick relevant box):	Granted	Rejected
CHAIR'S NAME:		
SIGNATURE:		DATE:
Board: Department / School		Date of Board

(C) FOR COMPLETION BY THE STUDENT

	I accept the decision of the Chair of Assessment Board/Extenuating Circumstances Panel.
	I do not accept the decision of the Chair of Assessment Board/Extenuating Circumstances Panel and request that my case should be considered by the University Secretary or his/her nominee. To process this request, please return this form to appeals@uel.ac.uk within 5 working days of the date of the Chair's decision.
SIGNATURE:	DATE:

SECTION 2 - DETAILS OF ASSESSMENT GIVING RISE TO APPEAL

**Please ensure you complete all details below to ensure your appeal is processed as soon as possible*

MODULE CODE	ASSESSMENT COMPONENT AND TITLE	YEAR AND TERM	DECISION (as appears on UEL Direct)	DEADLINE DATE OF ASSESSMENT OR EXAM DATE

GROUNDS OF APPEAL (Please tick relevant box(es) to indicate the grounds for your appeal)

<input type="checkbox"/>	There has been a material and significant administrative error in the information received and considered by the Extenuating Circumstances Officer, the Assessment Board and/or the Board of Examiners.
<input type="checkbox"/>	The assessment has not been conducted in accordance with the approved regulations for the programme of study.
<input type="checkbox"/>	Some other material irregularity has occurred in the procedures of the Extenuating Circumstances Officer, the Assessment Board and/or the Board of Examiners.
<input type="checkbox"/>	The student has been prevented from attending or submitting an assessment artefact by illness or other good cause that related to the student's personal circumstances, that she or he had been unable, for a sound and acceptable reason related to the circumstances themselves, to divulge before the deadline for extenuating circumstances.
<input type="checkbox"/>	For a student with a disability or additional need, the initial needs assessment was not correctly carried out, or the support identified was not provided, or the agreed assessment procedures for that student were not implemented.

When were the results published on UEL Direct? Please attach a copy of your results

If you are submitting a late appeal, please explain the reasons for this (if you did not lodge an extenuating circumstances claim by the published deadline you will need to provide evidence to explain why you were prevented from doing so)

SECTION 3 - DETAILS OF YOUR APPEAL

List any published regulations that you claim were breached in relation to your assessment. *Please provide title of document and relevant paragraph and page numbers*

Clearly state the grounds for your appeal and briefly explain what events have led you to submit an appeal

What evidence can you present to support your claim?

Use extra sheets if necessary. Please attach copies of any documentary evidence.

SECTION 4 – DECLARATION

Please tick all boxes below and sign the declaration at the bottom			
			I have read the student guidance notes and, where required, sought advice from the Students Union Advice and Information Service.
			I have completed Sections 2 to 4 clearly explaining the grounds of my appeal.
			I have attached all additional sheets and documentary evidence.
			The details on this form are correct to the best of my knowledge.
<p>In accordance with the Data Protection Act 1998 we are required to obtain your consent for the following:</p> <ul style="list-style-type: none"> a) to hold some elements of the information that you have provided on an electronic database; b) to disclose the information that you have provided to authorised members of University staff, their legal advisers or where the law requires, as necessary for the reasonable purposes connected with the investigation of your Appeal. <p>Please sign below to confirm that the information you have provided is accurate to the best of your knowledge, and to indicate your consent for the information provided to be used as detailed above.</p>			
Signature		Date	

Please return the completed form to:

Complaints and Appeals
 University of East London
 Docklands Campus
 4-6 University Way
 London
 E16 2RD