

## APPEAL AGAINST THE DECISION OF AN EXAMINATION BOARD/RESEARCH DEGREES QUALITY COMMITTEE

This is only a brief summary of the Appeals procedures. If, after reading this, you decide you wish to lodge an appeal, you should consult the University's regulations on appeals available via the University's website: [Freedom of information/Public Documents](#) or from Registry.

**You can appeal against the** final decision of a Faculty Exam Board or Research Degrees Quality Committee regarding:

- progression, award or termination of registration (for taught modules/programmes);
- upgrade, transition, award or termination of registration (for students working on a postgraduate research Thesis)

**Appeals regarding provisional results shall not be considered until after the Exam Boards have met to confirm them (ie you cannot appeal against marks returned during the course of an academic year – you must wait until you receive official notification about an Exam Board decision).**

You may submit a personal appeal and/or, if there is an issue affecting two or more students, you may submit a collective appeal, please see section 3.4 of the *Academic Appeals Regulations* for further details.

### What are the grounds for appeal?

There are three grounds for appeal:

- a) There exist extenuating circumstances, affecting the student's performance, of which the Faculty Exam Board, Research Degrees Quality Committee or Panel of Examiners/Assessors was not aware when it took its decision and which the student was unable or unwilling to bring to the attention of the Faculty Exam Board, Research Degrees Quality Committee or Panel of Examiners/Assessors in advance.  
*(NB: The Extenuating Circumstances Policy makes clear that students should inform the University or Partner if they have extenuating circumstances affecting their performance at the time, so appellants shall be required to submit compelling evidence in their Appeal Statement explaining why they did not or could not follow the Policy.)*
- b) The University did not follow its regulations, policies or processes and this procedural irregularity, which as a result has disadvantaged the appellant, was significant enough to have materially affected the decision made, rendering it unsound.
- c) There is evidence of prejudice or bias on the part of one or more of the examiners.

*You may appeal on one or more grounds, so please include all relevant grounds for which you have evidence.*

An appeal on grounds of **extenuating circumstances** will only be considered if you can provide good reasons why you did not submit an application for extenuating circumstances at the appropriate time. You also need to provide authentic documented evidence of your extenuating circumstances.

If you appeal on grounds of a **procedural irregularity**, you must, where possible, provide written evidence of the error.

An appeal on grounds of **prejudice or bias** must be based on evidence, not opinion.

If you believe an **administrative or transcription error** was made, eg a mark may have been incorrectly recorded or omitted, you should contact your Faculty Office, Programme Administrator at the Collaborative Partner or the Research and Knowledge Exchange Centre (as appropriate) in the first instance, as it may be possible to resolve the matter more swiftly and without the need for a formal appeal. If the Faculty, Collaborative Partner or Research and Knowledge Exchange Centre does **not** accept that an error has been made, then you may bring the matter forward for appeal.

#### **You cannot appeal:**

- On the grounds that you did not understand or were not aware of programme or University/Collaborative Partner regulations, policies or procedures. For instance, seeking an extension for submitting coursework or deferral for practical assessments including vivas (ie Extenuating Circumstances), or to interrupt study.
- Against the quality or provision of teaching, supervision or services. These must be raised at the time such issues occur and through the appropriate channels eg programme leader, supervisor, or as defined in Appendix 5 of the University's *Complaints Policy* or the equivalent policy of the Collaborative Partner, as appropriate.
- On the grounds that you disagree with the academic judgement of the Faculty Exam Board, Panel of Examiners/Assessors or an individual member of staff. In this context, the University concurs with the Office of the Independent Adjudicator definition that 'academic judgement' is 'a judgement that is made about a matter where only an opinion of an academic expert shall suffice'. Every module is marked in relation to the learning outcomes, and a pass mark means that you have achieved them. Marks are moderated between teaching staff, and endorsed by external examiners. If you have concerns about a mark, please refer to the Assessment Regulations on the University's website: [Freedom of information/Public Documents](#) page. **If you require clarity on your feedback you should seek a tutorial with the marking tutor in the first instance.**

## **Frequently Asked Questions**

### **How do I appeal?**

You must complete the *Academic Appeal Form*, available from Faculty Offices, the Student Union, Registry or downloaded from the website: [Freedom of information/Public Documents](#) page. You **must** attach any supporting documents, and send them to [appeals@winchester.ac.uk](mailto:appeals@winchester.ac.uk) or by post (by Recorded Delivery) to the Director of Academic Quality and Development (for address see section 9 of the *Academic Appeals Regulations*).

### **Can I ask for help preparing my appeal statement?**

If, after reading the *Academic Appeals Regulations* in full, you would like further advice or information, you may contact one of the Assistant Academic Registrars within Registry or the President or Vice-President, Education of the Winchester Student Union for assistance. (Please refer to Section 9 of the *Academic Appeals Regulations* for contact details.) Please remember, though, that either the President or Vice-President, Education shall be a member of the Academic Appeals Panel if your appeal proceeds to that stage of the process.

### **What is the deadline for submitting an appeal?**

An appeal must be **submitted within 15 working days of the date of the letter** from the Faculty Exam Board or Research Degrees Quality Committee against which the students wishes to appeal. The date will be recorded on the letter from the Exam Board/Research Degrees Quality Committee.

### **What happens to my appeal?**

Your appeal will be assessed firstly to see if it meets the initial criteria, noted in section 4.2 of the *Academic Appeals Regulations*.

Your appeal will be rejected if:

- You have missed the deadline for submission;
- You have not used the correct form;
- The appeal form or accompanying statements are not in English

If the appeal meets the above criteria, it shall be considered by the Director of Academic Quality and Development or nominee who is likely to request further information from your Faculty before reaching a decision on whether the appeal is sustainable.

If it is determined that there is a sustainable appeal that meets the grounds listed under section 2.3(a-c) of the *Academic Appeals Regulations*, the matter shall be referred back to the Chair of the Faculty Exam Board or Research Degrees Quality Committee (as appropriate) for review of the original decision taking into account the new circumstances.

#### **What happens if my appeal is upheld (ie the appeal is successful)?**

The Exam Board will be asked to reconsider its decision. You will be contacted by email and offered a resolution. Please note that the Exam Board will **NOT** change marks. Instead the Exam Board may consider allowing you a chance to submit a second attempt or to complete one or more assessments, thus giving you the chance to improve your results, or you may be permitted to continue your studies.

#### **What happens if my appeal is not upheld (ie the appeal is not successful)?**

You will be notified by email that the appeal has not been upheld. You have the right to challenge this decision, within 10 working days of the date of the letter from the Director of Academic Quality and Development. In order to challenge the decision, you must complete an Appeal Review Form and send it, together with additional evidence to that originally submitted. The review will be considered by an Academic Director or the First Deputy Vice-Chancellor. You will be contacted by email to confirm whether the review has changed the outcome of the appeal.

#### **My final grade is on a borderline, but I did not get 'upgraded' to the higher grade. Should I appeal?**

There is no scope for the discretionary rounding up of marks under the University's regulations. Under our regulations, an Honours degree will only be upgraded if the overall mark falls within 2% of the borderline for a higher honours classification **and** you have achieved a mark equivalent to the higher classification in **at least 60 credits** at level 6. This rule is applied in exactly the same way for all Honours students in order to assure fairness and equity of treatment across all subjects, and therefore an appeal on this basis would not be upheld.

#### **If my appeal is upheld on the basis of Extenuating Circumstances, can my assessment mark or overall grade be increased?**

No. Even if your appeal is successful, there is no scope for the amendment of marks under the University's regulations, should you have passed. If you presented yourself for assessment at the time, then you agreed to be marked to the same marking criteria as all other students. While there is provision within the regulations for a successful appeal based on Extenuating Circumstances to enable you to have another attempt at an assessment, your marks will not be amended as a result, if you have already passed.

#### **I am not happy with my mark. What can I do about it?**

Academic Appeals cannot be made against Academic Judgement. Appeals can only be considered against the criteria noted in sections 2.3 a-c in the *Academic Appeals Regulations*. If you are unhappy with the mark for an assessment, you should speak to the marking tutor to get additional feedback, to help you understand the mark awarded.

#### **May I still attend Graduation as originally planned?**

Only students whose results are confirmed by the Exam Board on or before Friday 25 August may attend the Graduation Ceremonies in the same calendar year. Therefore, if the result of your appeal results in an award

being confirmed or a change to your award after the 25 August, you will be invited to attend Graduation Ceremony in the following calendar year.

If the Exam Board confirmed an award prior to your appeal, it may be possible for you to attend Graduation. Please contact Registry to discuss your options.

Even if you are not able to attend the Ceremony, the date of your qualification is the date that your award is confirmed by the Exam Board.

**If you are not satisfied with the outcome of the internal appeals process you are entitled to refer the appeal to the Office of the Independent Adjudicator. Details may be found in the *Academic Appeals Regulations* or at: [www.oiahe.org.uk](http://www.oiahe.org.uk)**