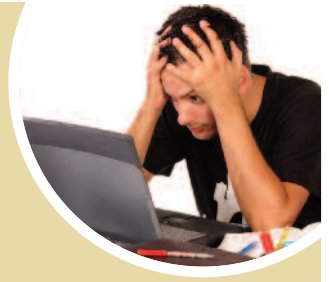


Appeals

against a Course Assessment Board decision



STUDENT ADVICE &
INFORMATION CENTRE

WWW.HUDDERSFIELDSTUDENT.COM/ADVICE



This leaflet has been produced to provide a brief outline of the University's procedures for appealing against the decision of a Course Assessment Board. You are advised to consult the Students' Handbook of Regulations or to contact the Students' Union Advice and Information Centre for more detailed information.

If you are unhappy with a result following receipt of the decision of your Course Assessment Board, then you may be considering submitting an academic appeal. For your results to be reconsidered you will need to demonstrate that you have grounds for a review and simply disagreeing with the mark awarded will not be sufficient as you cannot appeal against the academic judgement of the Board. Before submitting an appeal it is a good idea to speak to your tutor or course leader to see if your concerns can be resolved informally.

*Appeals must
be in writing
within 2 weeks!*



WHAT grounds can be considered....

Requests for a review of a Course Assessment Board decision can only be considered in the following circumstances:

Your **performance** in an assessment or exam was adversely affected by illness or some other extenuating circumstance which you could not, or for good reason, felt unable to disclose to your Course Assessment Board before they took the decision. You will be expected to provide independent supporting **evidence** that covers not only the period of assessment in question but also the reason for their late submission.

A material **irregularity** occurred that directly affected the mark awarded. For example the assessment was not conducted in accordance with the regulations for the course or that there has been an **administrative** error, such as the incorrect recording of a result. You will be expected to provide evidence to demonstrate this.

A leaflet covering extenuating circumstances can be picked up from the Student Advice & Information Centre or downloaded online.

HOW TO submit an appeal?

A request for a review of the decision of your Course Assessment Board must be made **in writing** using the appeal **form** as soon as possible and normally not later than **two calendar weeks** after the decision of the board which you are disputing is announced. **Completed** appeal forms and evidence should be sent to:

Head of Registry,
CSB Level 9,
University of Huddersfield,
Queensgate, Huddersfield,
West Yorkshire, HD1 3DH

When submitting your appeal you should make sure that you address the following points:

- State clearly your **grounds** for appeal and the decision you wish to appeal against. It can be helpful to produce a chronology of events to explain your case.
- Obtain **evidence** to support your case making sure that it is relevant to the period of assessment in question.
- If you don't have enough space on the appeals form, attach a separate **statement** and refer to this on the form.
- Clearly state how any **extenuating circumstances** affected your ability to study and why these details were not brought to their attention before.
- Say what you would like the **outcome** to be e.g. chance to resubmit the work.

Handbook of Regulations

Further information on the appeals procedure can be found in the Students' Handbook of Regulations, Section 4, Assessment Regulation 7.

Find the document online at: www2.hud.ac.uk/regs

What HAPPENS next?

Once your appeal has been received by the University the documentation will be reviewed to establish whether you have demonstrated grounds to grant you leave to appeal and for your case to be considered further. You will be notified of the outcome in writing and if leave to appeal is not granted a full explanation will be provided.



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ADVICE & INFO CENTRE

The Students' Union Advice and Information Centre can advise you on whether your grounds are realistic for requesting an appeal and guide you through the University appeals procedure. You can access further information online at www.huddersfieldstudent.com/advice

Opening Times Monday to Thursday - 10am - 4pm • Friday - 10am - 1pm

For further information or to **arrange an appointment** with an adviser email advice-centre@hud.ac.uk or telephone 01484 473446

The Advice Centre services are also accessible to students based at **Barnsley or Oldham Campus**. Please speak to the SU staff at your campus or contact the Advice Centre direct by telephone or email (above).