

SUMMARY OF THE ACADEMIC APPEALS PROCEDURES FOR STUDENTS (except Research Degree students)

APPEALING AGAINST THE DECISION OF AN EXAMINATION BOARD

This is only a brief summary of the Appeals Procedures. If, after reading this, you decide you wish to lodge an appeal, you must consult the University's regulations on appeals available at <http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/Pages/Publicdocuments.aspx> or from Registry.

You can appeal against:

- ☐ an Examination Board decision about your progression on a programme of study;
- ☐ an Examination Board decision about the final award at the end of your programme of study.

What are the grounds for appeal?

There are three grounds for appeal:

- a) extenuating circumstances which you were unable for valid reasons to divulge at the proper time (normally no later than 5 days after the date of an examination or submission date for coursework);
- b) a material procedural or administrative error (e.g. if an assessment was not conducted in accordance with programme regulations);
- c) you have evidence of prejudice or bias on the part of one or more of the examiners.

*You may appeal on one or more grounds. Therefore, do **not** limit your application to one of the above options if you have grounds for two or more because if the 'first' appeal fails, you will be out of time to submit a subsequent appeal on new grounds.*

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

If you have evidence of an **administrative error** (for example, where a mark has been incorrectly recorded), you should contact Registry in the first instance, as it may be possible to resolve the matter without the necessity of a formal appeal.

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 concessions by the appropriate date. An appeal is likely to be rejected if you say that your circumstances were too sensitive to reveal before the meeting of the Board, but you are able to explain them now that you have your results. You also need to provide authentic documented evidence of your extenuating circumstances. If the extenuating circumstances relate to an individual or individuals other than yourself (e.g. a relative), you will need to provide evidence to verify your connection or relationship to the named individual(s).

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

You cannot appeal:

- on the grounds that you did not understand or were not aware of programme or University regulations, or of the procedures for submitting a concessions application or asking for an extension of the coursework deadline. It is your responsibility to inform yourself about these things. If you have issues about this, please refer to the University's Complaints Procedures.
- 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 e.g. programme leader, supervisor, or the University's Complaints Procedures.
- against a mark you have been awarded. 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 Moderation of Assessed Work Policy on the Portal.

How do I appeal?

You must complete the *Appeal against an Examination Board Decision Form*, available from Faculty Offices, the Student Union, Registry or downloaded from the Portal.

You must also attach a copy of the original Examination Board results letter or decision against which you are appealing together with any supporting documents.

- Forms from students considered at the **JUNE 2012 Faculty Boards** should be submitted to the Director of Quality Management **by Tuesday 24 July 2012**.
- Forms from students considered at the **JULY 2012 Faculty Board** (PGCE, EYP, Social Work, Continuing Professional Development, Delivery of Primary Healthcare) should be submitted to the Director of Quality Management **by Friday 10 August 2012**.
- Forms from students considered at the **SEPTEMBER 2012 Faculty Board** should be submitted to the Director of Quality Management **by Tuesday 2 October 2012**.

What happens to my appeal?

Your appeal will be rejected if:

- you have not used the correct form;
- you have missed the deadline for submission;
- your application does not meet the criteria for appeal;
- you appeal on grounds of extenuating circumstances which could not be revealed previously, but give no legitimate reason why you could not have explained them at the proper time

If the form is incomplete or any information is missing without good reason, the process of investigation will be delayed.

If your appeal seems to be within the criteria for appeal, it will be considered by the Director of Quality Management. S/he is likely to request further information from your Faculty before reaching a decision on whether the appeal is soundly based.

If the appeal does appear to be soundly based on grounds of extenuating circumstances it may be referred directly back to the Examination Board for a decision.

If the appeal does appear to be soundly based on grounds of procedural error and/or prejudice or bias it may be referred to an Appeals Panel. You will be invited to attend the meeting of the Panel to explain your case and to answer any questions the Panel may have. You may take a friend or Student Union representative into this meeting if you wish. If you do not attend this meeting the Panel will make a decision on the basis of the documentation only.

After considering all the available evidence the panel will *either*:

- reject the appeal
- uphold the appeal

If the appeal is upheld the matter will be referred back to the Examination Board making the original decision. You will be notified in writing of the decision of the Appeals Panel.

What happens if my appeal is upheld (i.e. it is successful)?

The Examination Board will be asked to reconsider its decision.

Please note that the Examination Board will **NOT** change marks.

Instead the Examination Board may consider allowing you a chance to redeem or complete one or more assessments, thus giving you the chance to improve your results or you may be permitted to continue your studies.

May I still attend Graduation in November 2012?

Only students whose results are confirmed by 31 July 2012 may attend the Graduation Ceremonies in November 2012. Therefore, if the result of your appeal is confirmed after this date and the Examination Board confirms your award, you will be invited to attend Graduation Ceremony in November (estimated) 2013 instead. Please do not confuse the Ceremony with the date of qualification for your award.

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 at: www.oiahe.org.uk