

 **SECTION ONE ASSESSMENT APPEAL**

This form should be used for the submission of an appeal under Section One of the Assessment Appeals Procedure for Undergraduate and Taught Postgraduate Programmes, that is, for appeals against an individual module mark, an assessment mark in non-modular programmes or a decision made by a Clinical Assessment Panel.

Full details of the Assessment Appeals Procedure are provided in Appendix F of the Code of Practice on Assessment, which can be found at [URL]

<http://www.liv.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_F_cop_assess.pdf>

You must complete all sections of this form. Failure to do so may result in the form being returned to you which will cause a delay in the consideration of your appeal.

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| **Your contact information** |
| First name: |
| Family name: |
| Student ID Number: |
| Address for correspondence about your appeal: |
| Contact telephone number: |
| Email address (this should be your University email address unless this is not currently active): |
| *If you have supplied contact information which is different to the information currently held by the University, please update your student record as soon as possible via Liverpool Life.* |
| If you are submitting a group appeal, please confirm if you are acting as the main point of contact for the group. You should also provide contact details for all members of the group. |
| **Your academic information** |
| Academic School / Institute: |
| Programme: |
| Level: |
| Year of Study: |
| Location: |

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| **Your appeal** |
| Please note that appeals must be submitted within 10 working days of the of the formal notification of the mark approved by the relevant Board of Examiners, or within 10 working days of publication of provisional module marks after the Semester 1 examination period. Sometimes, depending on the circumstances, we can decide to still consider an appeal outside of this, if we have good reasons to do so. **Date you were notified of the decision of the Board of Examiners:**

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**Are you submitting this appeal more than 10 working days after the formal notification of the mark approved by the relevant Board of Examiners, or more than 10 working days after the publication of provisional module marks after the Semester 1 examination period?**

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| **Yes** | **No** |
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**If yes, please explain why you did not submit this form before the stated deadline and provide appropriate documentary evidence to support your explanation.**

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| Module Code(s) and title(s) which is/are the subject of this appeal: |

**I wish to appeal the decision of the Board of Examiners regarding the above assessed work on the following grounds (please indicate the grounds of the appeal by ticking the relevant box/boxes):**

1. that there was an administrative error in recording or calculating the mark or result;
2. that assessments were not conducted in accordance with the current regulations governing the programme of study;
3. that there was a procedural error in determining a decision of copying, plagiarism, collusion or dishonest use of data;
4. that the student has a complaint regarding academic provision that could not be made known prior to the meeting of the Board of Examiners and for which an academic remedy is being sought;
5. that some other material irregularity has occurred;
6. that extenuating circumstances were divulged but:
7. there was a procedural error in the decision taken by an Extenuating Circumstances Committee or Board of Examiners when considering the circumstances; or.
8. the student is presenting new or additional material evidence, which, for valid reason, they were unable to provide at the time of submitting the extenuating circumstances claim.

*Please note that you may not appeal on any grounds which:*

* 1. *dispute the academic judgement of the Board of Examiners, including those which simply constitute an expression of dissatisfaction with the decision that has been taken; or*
	2. *have already been considered or re-considered by the Board of Examiners and/or Extenuating Circumstances Committee; or*
	3. *constitute a matter which could have been resolved under the Student Complaints Procedure at the appropriate time.*

*There is a separate procedure for appeals against the decision of the Board of Examiners on completion of a programme of study. The grounds for such appeals are outlined under Section Two of the Assessment Appeals Procedure.*

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| I wish to appeal the decision of the Board of Examiners because :[*Please provide a full and clear description of the error or irregularity that is alleged to have occurred, with reference to the grounds you have cited above. You may continue your statement on a separate sheet, if necessary].* |

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| I have attached the following evidence in support of my appeal:*[*P*lease provide all relevant documentation. This might include copies of emails, feedback from the module leader or dissertation supervisor, Turnitin Similarity Index Reports etc. Please note that if you are submitting as evidence, any medical reports or other official reports/letters, these should include the date, name and position of the person writing the letter. If the original documentation is provided in a language other than English then independent translation must be provided.]*:  |
| The following documentation or evidence is to follow:I am unable to provide this evidence at this time because: *If the person receiving your appeal accepts that it is not possible for good reason to provide the accompanying evidence with this form, you will be given a deadline by which this further information must be provided, normally one month from the date of submission of this form].*  |

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| DECLARATION |
| I confirm that I have read the Assessment Appeals Procedure for Undergraduate and Taught Postgraduate Programmes (Appendix F of the Code of Practice on Assessment) |
| I confirm that I have consulted with the Chair of the Board of Examiners (or designated representative) prior to submission of this Statement of Appeal, in accordance with the Assessment Appeals Procedures. |
| **Signed**: |
| **Date:** |

This Statement of Appeal and all supporting documentation should be submitted as follows:

* *for students studying at Liverpool or London campuses:* to the designated Secretary of the Board of Examiners
* *for students studying online with Kaplan:* to the Senior Appeals and Complaints Officer
* *for other off-campus students:* to your local Director of Studies, or their nominee

You will be contacted via email to acknowledge receipt of your appeal, normally within 3 working days, and you will be informed of any next steps and the timescale for consideration of your appeal.

Further advice may be obtained from School Student Support Offices (or their equivalent), the Student Conduct Complaints and Compliance Team in Student Administration and Support (email appeals@liv.ac.uk) or from the Advice Service of the Liverpool Guild of Students (email guildadv@liv.ac.uk). **You are also advised to read the Guidelines for Students: Section One Appeals document** under <https://www.liverpool.ac.uk/tqsd/code-of-practice-on-assessment/>