# Section One Assessment Appeal Form

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](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.

## Your Details

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| **Full Name** |  |
| **Student ID Number** |  |
| **Programme of Study** |  |
| **Postal Address** |  |
| **E-mail Address\*** |  |
| **Telephone Number** |  |

\* *Please either provide your University of Liverpool email address (...@liverpool.ac.uk) or an alternative personal email address*

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| **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.** |
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## Your Appeal

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| **Date you were notified of the decision of the Board of Examiners\*** |
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\* *Please note that appeals should be submitted within 10 UK working days of the of the formal notification of the mark approved by the Board of Examiners*

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| **Module Code(s) and title(s) which is/are the subject of this appeal:** |
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| **Date of Consultation with the Chair of the Board of Examiners or their nominee:** |  |
| **Name of the Chair of Board of Examiners or their nominee:** |  |

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| **I wish to appeal the decision of the Board of Examiners regarding the above assessed work on the following grounds - please indicate the ground(s) of the appeal by marking the relevant box/boxes with an ‘X’:** |
| 1. That there was an administrative error in recording or calculating the mark or result
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| 1. That assessments were not conducted in accordance with the current regulations governing the programme of study
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| 1. That there was a procedural error in determining a decision of copying, plagiarism, collusion, dishonest use of data or research misconduct
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| 1. That I have 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
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| 1. That some other material irregularity has occurred
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| 1. That extenuating circumstances were divulged but:
2. there was a procedural error in the decision taken by an Extenuating Circumstances Committee or Board of Examiners when considering the circumstances

*OR*1. I am presenting new or additional material evidence, which, for valid reason, I was unable to provide at the time of submitting the extenuating circumstances claim
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Please note that you may not appeal on any grounds which:

a) 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

b) have already been considered or re-considered by the Board of Examiners and/or Extenuating Circumstances Committee; or

c) 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* |
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## Documentation

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| **I have attached the following documentation in support of my appeal:***Please provide all relevant documentation - this might include copies of emails, feedback from the module leader or dissertation supervisor, Turnitin Similarity Index Reports etc* |
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| **The following documentation is to follow:** |
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| **I am unable to provide documentation at this time because:** |
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If the person receiving your appeal accepts that it is not possible for good reason to provide the accompanying documentation 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.

## 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.

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| **Signature (type full name)** |  |
| **Date** |  |

***The completed and signed assessment appeal form and all supporting documentation should be submitted to*** ***appealsandcomplaints@study-online.liverpool.ac.uk***

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 Academic Compliance Team in Student Administration and Support (appeals@liverpool.ac.uk) or from the Advice Service of the Liverpool Guild of Students (guildadv@liverpool.ac.uk). You are also advised to read the [Guidelines for Students: Section One Appeals.](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_F_annex1_cop_assess.pdf)