

Office Use Only

DATE STAMP REQUIRED HERE

Level of Study:

Category:



APPEAL FORM: for Procedural Defect

THE GENERIC DEADLINE FOR APPEALS IS THE 10TH WORKING DAY FOLLOWING PUBLICATION OF THE RESULT(S) CONCERNED

BEFORE COMPLETING THIS FORM YOU MUST CAREFULLY READ:

- The guidance notes on pages 1 and 2
- The Appeal information and guidance available at: www.londonmet.ac.uk/appeals ;

THIS FORM IS TO BE USED ONLY FOR AN APPEAL MADE ON THE GROUNDS:

“That the University did not act in accordance with the relevant Regulations and/or Procedures in the provision and execution of the assessment process and that this, in turn, had a significant impact on the student.”

Appeals under this ground may relate to:

- The outcome of an assessment;
- A procedural defect/irregularity in the assessment process;
- Bias or perception of bias;
- An error relating to the recording of marks. (Students should only appeal in this regard if they were unable, for good reason, to submit a Module Query Form* to their Student Hub within two weeks of the publication date of the mark in question or if a Module Query Form was submitted but the query has not been resolved within 20 working days);
- The requirements for awarding qualifications;

OR

- A student whose academic performance was impaired in assessment(s) taken prior to being issued a University Internal Needs Assessment Report (INAR) approving assessment related adjustments. Such appeals will normally only be considered for assessments undertaken in the same academic year in which the INAR was issued.

* Module Result Query Forms can be downloaded from:

<http://student.londonmet.ac.uk/your-studies/student-administration/student-forms>

NAME (Please print clearly): _____

STUDENT No: _____ email address: _____

ADDRESS FOR CORRESPONDENCE: _____

Postcode: _____

Before completing the form you must carefully read the

- Notes below;
- Appeal information and guidance available at: www.londonmet.ac.uk/appeals;

1. You should use this form to make an appeal where you believe that there was an error or omission in the assessment of your work, which has had a significant impact on you.
2. If you believe that a computational error has occurred (i.e. that your grade has been calculated incorrectly) or that you have not received a mark for an item of coursework you submitted / an exam you attended, you should first submit a Module Result Query Form* (MRQF) within two weeks of publication of the result concerned. If you have done so and did not receive a response within twenty working days, you may then submit a Procedural Defect appeal with a copy of your MRQF attached. (* <http://student.londonmet.ac.uk/your-studies/student-administration/student-forms>)
3. You must provide appropriate evidence in respect of the error claimed. Appeals submitted without evidence will be deemed invalid.
4. Any document submitted as evidence should be originals or photocopies which have been authorised by a University office; where appropriate, approved translations of documents not in English will also be required
5. The details provided in this Form will be treated in confidence.
6. You should keep photocopies of your completed Appeal form and all supporting evidence.
7. Appeals received after the deadline will be deemed invalid unless evidence of good reason is provided for any period of delay.
8. AN APPEAL MADE IN RESPECT OF AN ACADEMIC JUDGEMENT SHALL BE DEEMED INVALID
9. Appeal decisions are based on whether or not a student has successfully demonstrated how and why, the grounds of appeal cited are applicable to their particular situation. It is essential that you provide a clear and concise explanation, supported by relevant, independent, corroboratory evidence in respect of the procedural defect concerned and the severity of its impact.
10. For an appeal to be valid it must:
 - Be made in writing on the appropriate Appeal Form;
 - State the title and code of the module(s), the component(s) affected and specify the assessment period and academic year in respect of which the appeal is being made;
 - Include all appropriate, supporting independent evidence.
 - Be dated and bear the full name, student number and signature of the student;
 - Be submitted in person to a Student Hub or submitted by post directly to the Student Casework Office: the University cannot accept responsibility for the receipt or late delivery of Appeals sent by post.
11. The Procedures for Appeal against decisions of Assessment Boards form Section 10.4 of the University's Academic Regulations 2016/17, which can be accessed at: www.londonmet.ac.uk/academic-regulations

Students requiring additional advice or assistance prior to submitting an appeal should refer to the relevant contacts, as listed below:

For further information (criteria, notes of guidance etc.) on Appeals	Web page: www.londonmet.ac.uk/appeals	Email: casework@londonmet.ac.uk
For clarification of the Procedures for the submission of Appeals against decisions of Assessment Boards	Please email the Student Casework Office at: casework@londonmet.ac.uk	
For advice or assistance in completing your appeal application	Please email the Students' Union at: advocacy.su@londonmet.ac.uk	
For advice and support relating to confidential matters	Please contact the Counselling Service at: counselling.studentservices@londonmet.ac.uk	

PLEASE LIST BELOW ALL AFFECTED COMPONENTS (only those components listed will be considered)

Module Code and Name	Affected Component	Exam date /coursework deadline
Code: Title:	Component number: Component description: (e.g exam, essay)	/ /20__
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PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

TO APPEAL ON GROUNDS OF PROCEDURAL DEFECT YOU MUST:

- Identify the Regulation(s) and/or Procedure(s) concerned
- Explain the way in which the University's actions differed from those set out under those Regulations and/or Procedures
- Explain the impact of this procedural defect on the assessment component
Include independent third party evidence which corroborates the appeal

PLEASE LIST BELOW THE RELEVANT REGULATION(S) AND/OR PROCEDURE(S) AND EXPLAIN BRIEFLY YOUR REASON(S) FOR APPEAL.

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IF YOU WERE UNABLE TO SUBMIT THIS APPEAL BY THE SPECIFIED DEADLINE PLEASE EXPLAIN YOUR REASON(S)

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PLEASE NOTE: IT IS ESSENTIAL TO THE CONSIDERATION OF THIS APPEAL THAT YOU PROVIDE APPROPRIATE, INDEPENDENT EVIDENCE, WHICH CORROBORATES THE EXPLANATIONS GIVEN ABOVE.

PLEASE STATE BELOW THE OUTCOME YOU ARE HOPING TO ACHIEVE BY MAKING THIS APPEAL.

Please note that while you may appeal in respect of the provision and execution of the assessment process:
The Procedures for Appeal cannot be used to challenge an academic judgement of an Assessment Board, where the Board's decision was reached in accordance with the regulations.
If you wish to complain about the University, its courses or services or the individuals concerned in their delivery, the Complaints Procedure should be used. (www.londonmet.ac.uk/complaints-procedure)
A successful appeal under this ground will not necessarily lead to a higher mark and may involve a further attempt in the component(s) concerned.

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IMPORTANT NOTE – ALL STUDENTS MUST COMPLETE THIS SECTION EACH TIME THEY SUBMIT AN APPEAL

1. Are you currently registered with the University's Disabilities and Dyslexia Service (DDS)?

Yes No (go to Question 2) Do not wish to respond (go to Question 2)

If Yes, does your appeal relate to;

- a) previously disclosed condition(s) continuing without significant deterioration;
- b) deterioration of previously disclosed condition(s)
- c) new condition or pregnancy / maternity / paternity
- d) circumstances that are not a new long-term condition and are not related to your previously disclosed condition(s) (go to Question 2)

If you have indicated a), b) or c) above, it may help your claim if we contact the DDS regarding the nature of any adjustments you may have in place. Please note that it may limit the consideration of your appeal if information held by DDS is not considered. If you **do not** wish the University's DDS to be contacted, please sign below:

Signature: _____ Print name: _____ Date: _____

2. IMPORTANT NOTE – ALL STUDENTS MUST TICK ONE OF THE BOXES BELOW:

Does your appeal relate to a disability, Specific Learning Difficulty or a medical or health condition, including mental health that has a long-term (12 months or more) and substantial negative effect on your ability to carry out day-to-day activities?

- Yes (Your details will be passed to the Disabilities and Dyslexia Service (DDS) who will contact you to discuss what, if any, support needs you may have.)
- Yes but **do not** pass my details to the Disabilities and Dyslexia Service (DDS).
(DDS will not be passed your details. By choosing this option you accept that this may prevent or limit disability-related support that you may be eligible for. You can review this decision and can choose to contact the DDS at a later date.) This response will be recorded centrally by the University Secretary's Office.
- No (Your details will not be passed to DDS. However, the Student Casework Office has a duty under Equalities Legislation to pass your details to DDS if your statement and/or supporting evidence provides information that could reasonably be considered disclosure of a disability, Specific Learning Difficulty or long-term a medical or health condition, including mental health.

For further information see: <https://intranet.londonmet.ac.uk/student-services/dyslexia-disabilities>

Or email: dds.student-services@londonmet.ac.uk

APPEAL DECLARATION AND SIGNATURE:

I confirm that I have read and understood the Explanatory Notes attached to this form and also the Appeal information and guidance provided on the London Met website (www.londonmet.ac.uk/appeals), including the relevant Academic Regulations.

I declare that the information given here is a true statement of my ground(s) for appeal. I understand that submission of fraudulent claims and or evidence may lead the University to take action under its disciplinary procedures.

SIGNED: _____ DATE: _____

SUBMITTING THIS APPEAL FORM

This form should be delivered by hand to your Student Hub or, by post, to: The Student Casework Office, Room T2-06, London Metropolitan University, 166-220 Holloway Road, London, N7 8DB, to arrive by the deadline as stated on page 1.

The University does not accept any responsibility for the receipt or late delivery of appeals submitted by post.

If you need to contact the Student Casework Office directly please email: casework@londonmet.ac.uk