

Office Use Only

DATE STAMP REQUIRED HERE

Level of Study:

Category:



APPEAL FORM: for Mitigating Circumstances

THE GENERIC DEADLINE FOR APPEAL 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
- 'Mitigating Circumstances - Student Guidance', available at: www.londonmet.ac.uk/mitigation

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

"that the student had been affected by mitigating circumstances which prevented him or her from submitting an item of assessed work by the due deadline or attending an examination, to which the student was unable, for good reason, to draw proper attention via the University's Mitigating Circumstances Procedures*."

*The Mitigating Circumstances criteria and requirements for supporting evidence will apply. For details please refer to the Mitigating Circumstances guidance notes at: www.londonmet.ac.uk/mitigation

POSSIBLE OUTCOMES WHERE AN APPEAL IS UPHeld

First assessment	Reassessment
The affected attempt will be disregarded and a further assessment opportunity will be granted at the next available assessment point.	The affected attempt will be disregarded and a further <u>reassessment*</u> opportunity will be granted at the next available assessment point. (*The component mark will be capped)

NAME (Please print clearly): _____

STUDENT No: _____ email address: _____

CORRESPONDENCE ADDRESS: _____

Postcode: _____

Appeals under this ground relate to students who have good reason for being unable to submit a valid claim of mitigating circumstances on or before the four week deadline. Being unaware of this deadline and/or the Mitigating Circumstances Procedure will not be accepted as 'good reason'.

TO APPEAL ON GROUNDS OF MITIGATING CIRCUMSTANCES YOU MUST:

- Explain why you were unable to submit a claim of Mitigating Circumstances via the University's standard procedure for such claims;
- Explain the circumstances which occurred and show how they prevented you from submitting the item(s) of assessed work by the due deadline(s) or from attending the examination(s) in question;
- Include independent third party evidence which corroborates both of the above claims.

Appeals based upon circumstances which, in the opinion of the University, the student could have disclosed via the Mitigating Circumstances Procedure will be deemed invalid.

BEFORE COMPLETING THIS FORM, you must carefully read the Notes below; further appeal information and guidance is available at: www.londonmet.ac.uk/appeals;

1. You should use this form to make an appeal in respect of Mitigating Circumstances which:
 - Prevented you from submitting coursework or attending one or more exams; and which ALSO,
 - Prevented you from submitting a claim of Mitigating Circumstances through that Procedure by the deadline of four weeks from the published submission date of the component concerned or the date of the examination. (These circumstances may not necessarily be the same as those which applied at the time of assessment.)
2. You must provide appropriate evidence in respect of your circumstances at both the time of the assessment(s) concerned and at the time of the Mitigating Circumstances deadline. For details of the University's criteria for claims of Mitigating Circumstances and the supporting evidence required, please refer to "Mitigating Circumstances - Student Guidance", which is available at: www.londonmet.ac.uk/mitigation Appeals submitted without evidence will be deemed invalid.
3. Any document submitted as evidence should be the original or a photocopy which has been authorised by a University office; where appropriate, approved translations of documents will also be required. Please note that for non-UK death certificates, the University may require a notarised and legalised copy of the certificate or similar corroboration of its authenticity.
4. If your circumstances are highly personal, please submit your form in a sealed envelope marked 'Private and Confidential.'
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 circumstances concerned and the severity of their 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:	Web page:	Email:
Mitigating circumstances	www.londonmet.ac.uk/mitigation	mitigation@londonmet.ac.uk
Appeals	www.londonmet.ac.uk/appeals	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

PLEASE EXPLAIN BRIEFLY, YOUR CIRCUMSTANCES AT THE TIME OF ASSESSMENT AND EXPLAIN HOW THESE:

- PREVENTED YOU FROM ATTENDING THE EXAM(S) AND/OR
- PREVENTED YOU FROM SUBMITTING COURSEWORK

IF YOU WERE UNABLE TO SUBMIT A CLAIM OF MITIGATING CIRCUMSTANCES AND/OR HAVE BEEN UNABLE TO SUBMIT THIS APPEAL BY THE APPROPRIATE DEADLINE, PLEASE EXPLAIN YOUR REASON(S):

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

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