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| **PROCEDURAL DEFECT APPEAL**  **The deadline for Procedural Defect appeal is the 10th working day following the publication of the result(s) appealed. If submitted after this date, the appeal will be rejected unless it demonstrates good reason for the period of delay.**  **This Form is to be used by students for an appeal made on the following ground(s):**  **“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 the failure to do so made the decision unfair”**  **(To note: for appeals alleging bias or the perception of bias, a student will need to clearly state the basis of the appeal and provide evidence to support the claim that the marking of her/his work, exam etc. has been carried out in a biased way or in a way that could reasonably be perceived as biased. Disagreeing with a mark is not, without further justification, evidence that the marking process was biased)**  **or,**  **“their 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”.**  **BEFORE COMPLETING THIS FORM please read the guidance notes below.** |

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| (Please print clearly):  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Correspondence address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| The following information is for guidance only and should be read in conjunction with the relevant regulations before completing this form. These are the 2017/18 General Student Regulations Section 8 (Part 2), which can be accessed at: [www.londonmet.ac.uk/regulations](http://www.londonmet.ac.uk/regulations)/   * **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 had a significant impact on you;** * **You must provide appropriate evidence in respect of the defect appealed, appeals submitted without independent evidence are unlikely to be successful;** * **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;** * **You should keep photocopies of your completed Appeal form and all supporting evidence;** * **Appeals received after the deadline will be rejected unless evidence of good reason is provided for any period of delay;** * **An appeal made in respect of academic judgement; that is, a decision made by academic staff on the quality of an assessment or the criteria being applied to mark the work, when arrived at through due process will be rejected**; * **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;** * **For advice or assistance in completing your appeal application please email Advice and Representation Students’ Union at: advocacy.su@londonmet.ac.uk** |

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

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| **Module Code and Name** | Affected Component | **Exam date /**  **coursework deadline** | If exam / in-class test, did you attend? |
| **Code:**  **Title:** | **Component:** | **/ /20\_\_\_** | Yes/No |
| **Code:**  **Title:** | **Component:** | **/ /20\_\_\_** | Yes/No |
| **Code:**  **Title:** | **Component:** | **/ /20\_\_\_** | Yes/No |
| **Code:**  **Title:** | **Component:** | **/ /20\_\_\_** | Yes/No |

**PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY**

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| **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), EXPLAIN BRIEFLY YOUR REASON(S) FOR APPEAL AND HOW YOUR EVIDENCE DEMONSTRATES THE PROCEDURAL DEFECT(S)** |
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| **If you were unable to submit this appeal by the specified deadline, please explain why below.** |
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| **Please state below the outcome that you are hoping to achieve from this appeal. Please note that a successful appeal under this ground will not necessarily lead to a higher mark and may involve a further submission of the work concerned, attempt at the exam etc.** |
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| **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/studentservices/dyslexia-disabilities>  Or email: [dds.studentservices@londonmet.ac.uk](mailto:dds.studentservices@londonmet.ac.uk) | |

**APPEAL DECLARATION AND SIGNATURE:**

**I confirm that I have read and understood the guidance notes attached to this form and also the Appeal information and guidance provided on the London Met website (**[**www.londonmet.ac.uk/appeals**](http://www.londonmet.ac.uk/appeals)**), including the relevant General Student 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **SUBMITTING THIS APPEAL FORM**  This form should be delivered **by hand** to your **Student Hub** or, if submitting **by post,** to: **The Student Casework Office, Room T2-20, 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 us directly please email: casework @londonmet.ac.uk |