

Request to Appeal against an assessment

Name:

Student Number:

Programme:

Level (i.e. Year 1, 2 etc)

Element(s) of the assessment against which the appeal is being lodged

Address for correspondence

Please include a mobile number if you have one, and an email address.

Basis of the Appeal:

The College's regulation on appeals is attached. **Please note that:** students have the right to appeal on the following grounds:

1. that examiners were not aware of circumstances affecting the student's performance (Note: where severe extenuating circumstances have prevented submission of evidence on time, as required in the Assessment Regulations);
2. that there was some form of administrative error or procedural irregularity in the way in which an examination or assessment was conducted;
3. that there is evidence of prejudice or of bias on the part of one or more of the examiners such that the validity of the result of the examination is called into question.

There is no right of appeal against the academic or professional judgement of the examiners. The only circumstance in which approved assessments will be reviewed is following a successful appeal on the grounds set out above. **You must state the grounds of your appeal in the space below followed by your statement** in accordance with the regulation. Where appropriate – e.g. in the case of an appeal based on medical reasons not known to the examiners at the appropriate time – you should provide evidence of the basis of your appeal.

Please note: Failure to provide the required information or to provide a clear statement of the grounds of your appeal is likely to delay consideration of your request. You may wish to seek advice from the Students' Union or your Senior Tutor before completing this form. **This form must be returned within 21 days of the publication of your results.**

I am attaching copies of the following documents:

Declaration

I consent to information being made available to College Officers as required to consider my appeal at the discretion of the Complaints & Appeals Manager. I understand that the personal data which I have provided on this form may be stored in paper and/or electronic form in accordance with Goldsmiths College policies on Data Protection (available at: <http://www.gold.ac.uk/data-protection/>) and with the provisions of the Data Protection Act (1998).

Signed: _____

Print name:

Date:

The completed form and any other supporting documentation should be returned in hard copy to:

Complaints & Appeals Manager
16 Laurie Grove
Goldsmiths, University of London
New Cross
London SE14 6NW

Regulations 2010-11

The College's Regulation on Appeals is set out below. Both this document and an application form are on the Student Services website and are available from the Academic Caseworker in the Students' Union. They can also be provided in alternative formats on request.

You should be aware that Assessment Regulations instruct Boards of Examiners specifically to consider the results of any student within 2% of a borderline. Any such students' profile of results is therefore carefully scrutinized and all factors taken into account before a decision is reached about a final degree classification. It should be understood that being on a borderline is not a ground for an appeal.

12.6.1 Introduction

These regulations apply to all students except those enrolled on research programmes. Appeals from candidates for the research degrees of MPhil and PhD are considered under University of London procedures, and appellants should follow the appropriate guidance issued by the University.

12.6.2 Grounds for appeal

Students have the right to appeal on the following grounds:

- 1 that examiners were not aware of circumstances affecting the student's performance,
- 2 that there was some form of administrative error or procedural irregularity in the way in which an examination or assessment was conducted,
- 3 that there is evidence of prejudice or of bias on the part of one or more of the examiners such that the validity of the result of the examination is called into question.

12.6.3 Subject of an appeal

An appeal may be lodged against: an individual assessment result; the classification of award; the requirement to repeat elements prior to progression; failure of the programme; or the decision that a student be required to withdraw from the University because he or she has failed to satisfy the requirements for academic progress.

12.6.4 Where an appeal will not be considered

Appeals may not be based on ignorance of assessment requirements or submission deadlines. There is no right of appeal against the academic or professional judgement of the examiners. The only circumstance in which approved assessments may be reviewed is following a successful appeal on the grounds set out above.

12.6.5 How to avoid the need to appeal

Candidates should make sure that, whenever possible, any evidence of medical or other problems which might affect an assessment is notified to the Examinations Officer in advance of the meeting of the Board of Examiners at which his or her results are considered.

12.6.6 How to appeal

If a student wishes to appeal, he or she must submit a request on the appropriate **form** [download to become available here during the academic year] to the **member of staff appointed by the Registrar and Secretary to assess cases of this kind**, within 21 days of the publication of the results against which the appeal is being made. Appeals received outside this time limit may be accepted at the discretion of the **member of staff appointed by the Registrar and Secretary**.

Students considering making an appeal are strongly encouraged - but not required - to seek informal advice from the Students' Union or from their Departmental Senior Tutor.

12.6.7 Process for consideration of an appeal

The completed request will be referred to the Chair of the relevant Examination Board for comment. Following that stage the **member of staff appointed by the Registrar and Secretary** will consider whether there is a prima facie case and either uphold or dismiss the appeal. If appropriate, supplementary information may be sought, for example from the Head of Department.

Students should expect to receive an initial response within four weeks of submitting the pro forma, though the process may take somewhat longer for appeals received out of term. Where the process is likely to take longer than four weeks, students will be notified of that.

In all cases, students will be informed of the stages of consideration to which an appeal has been subject and of the basis upon which the appeal has been granted or denied and of any remedial action.

12.6.8 Successful appeals

The remedy will vary according to the case and may be at the discretion of the Pro-Warden appointed by the Warden to oversee appeals under this Regulation. It is not required to specify the remedy sought through the appeal.

12.6.9 Unsuccessful appeals

If a student has appealed unsuccessfully and is dissatisfied with the outcome, he or she may appeal to the Office of the Independent Adjudicator (OIA). The OIA will only consider a petition once the College's own internal procedures have been exhausted. In order to submit an appeal to the Office of the Independent Adjudicator a student must obtain a letter of completion of procedures from the **office of the central administration responsible for providing this service**.