



**Guidance for completing the Taught Student Academic Appeal Form**

**Section One: General Information**

- Please read the guidance at the top of the form.
- Please enter your personal email address so that we can contact you if your student record is closed whilst the appeal process is ongoing.

**Section Two: Student Support Information**

- 2a) If you wish to contact the Guild Advice team for support to complete your Appeal Form, you can reach them via this webpage: [Advice Request Form - Guild of Students](#)
- 2b) If you have a Reasonable Adjustment Plan in place, or are in the process of getting one, please consider if there is anything that could make the process more accessible for you and notify us of this if you have not already, via this Section of the form or by emailing [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk). You may wish to discuss this with your Personal Academic Tutor.

**Section Three: Appeal**

Before completing this section, please ensure you have visited the [Student Gateway](#) to view your latest progress decision.

- If you have received your marks via Canvas but cannot yet view these marks via the Student Gateway, you will need to wait until the marks are shown in the Student Gateway before you can submit your appeal.

More information on the meaning of your progress decision can be found in this document: [Progress Decision Reference Information](#) (should be on this page [Exam results](#) but dead link)

Once you have identified your progress decision and entered it in Section 3a, you will need to think about what alternative outcome you wish to request. Please find the options listed below:

Possible Outcome	What this means
Allow further sit / submit opportunity	<ul style="list-style-type: none"> <li>• You will have another attempt at the assessment and the mark achieved will not be capped.</li> <li>• Should you fail the additional attempt, you will be able to reattempt the assessment, following the usual University legislation.</li> <li>• The mark from the additional attempt will replace any mark that was affected by your Extenuating Circumstances even where the previous mark was higher.</li> </ul>



Allow further re-sit / re-submit opportunity	<ul style="list-style-type: none"><li>• You will have another attempt at the assessment, but this mark will be capped at the pass mark.</li><li>• Should you fail the assessment, you will not be able to reattempt it.</li><li>• The mark from the re-sit / re-submit opportunity will replace any mark that was affected by your Extenuating Circumstances.</li></ul>
Waive late penalties	<ul style="list-style-type: none"><li>• Any penalties applied to your work for being handed in late will be removed</li><li>• If the assessment was a resit, then your mark will still be capped at the pass mark.</li><li>• If the total mark received after the penalties have been removed is below the pass mark, you will fail the assessment.</li></ul>
Repeat the year in full (internal candidate)	<ul style="list-style-type: none"><li>• You will need to attempt the year again, but your marks will not be capped.</li><li>• Your original marks will be replaced by your repeat year marks.</li><li>• Should you fail any of the assessments, you will be able to have another attempt at these.</li><li>• You <u>will</u> be expected to attend teaching sessions.</li><li>• As an internal student, you may incur additional fees for this year (for example, on a pro-rata basis or an additional year of tuition fees).</li></ul>
Resit the year in full (external candidate)	<ul style="list-style-type: none"><li>• You will need to attempt the year again and your marks will be capped at the pass mark.</li><li>• Your original marks will be replaced by your resit year marks unless you passed the original assessment.</li><li>• Should you fail any of your assessments, you will not have another attempt at these.</li></ul>



	<ul style="list-style-type: none"> <li>You <u>may</u> be expected to attend teaching sessions.</li> <li>As an external student, you will not normally be required to pay additional fees</li> </ul>
ECs carried forward	<ul style="list-style-type: none"> <li>Your circumstances will be considered when a Board of Examiners (BoE) is discussing your degree classification at the end of your studies.</li> </ul>
Award Notwithstanding Regulations	<ul style="list-style-type: none"> <li><i>This option may not be available if you are studying for a professional certificate or a body outside of the University accredits your programme. You should check with your Personal Academic Tutor before requesting this option.</i></li> </ul>
	<ul style="list-style-type: none"> <li>The Board of Examiners may decide that you will receive a qualification or higher degree classification if you have failed to pass the requirements but have Extenuating Circumstances. Your degree class can change but your module marks will remain.</li> </ul>
Progress to next year of study with outstanding credits	<ul style="list-style-type: none"> <li>For UG students, depending on your programme of study, you may be able to progress with up to 20 credits of failed modules. <b>If you have failed more than 20 credits you will be required to pass at least 100 credits before you are able to progress.</b> <i>This may not apply to students on professional programmes or if you have failed a module that is a progress requirement of your programme.</i></li> </ul>

Whilst you can indicate in Section 3b which outcome from the above list you would favour most, the appeals committee may agree on a different outcome. The outcome you favour is not guaranteed to be the outcome you receive.

The following are outcomes that cannot be granted through the appeals process:

- Uplift to individual module marks or ‘grace’ marks added
- Assessments cannot be remarked by your School due to your dissatisfaction with the marker’s academic judgement.

#### Section Four: Grounds for Appeal

- Guidance on the definition of the Extenuating Circumstances grounds from the [Code of Practice on Extenuating Circumstances](#).



**2. Definition of Extenuating Circumstances:**

*2.1 During a period of study, students may encounter significant personal difficulties that impact on their ability to study for or complete academic assessment(s) including examinations. ECs are circumstances that are exceptional or ‘unforeseen’ and are over and above the course of everyday experience.*

*2.2 ECs may occur at any point in the academic year and affect any form of assessment including coursework, continuous assessment, class tests and examinations. ECs may also result in absence from academic teaching.*

*2.3 Prolonged, chronic, or long-term conditions are not normally considered a basis for ECs. Students with a chronic illness or disability are advised to access the support services available which can put in place reasonable adjustments for specific learning requirements and examinations (see Code of Practice on Reasonable Adjustments). However, the timing of the diagnosis, or a marked deterioration of an existing condition may be considered a basis for ECs. For example, if a late diagnosis means that adequate reasonable adjustments cannot be made; an existing condition worsens and is not covered by the reasonable adjustments already in place; or new reasonable adjustments are not finalised in time to be implemented in a forthcoming assessment.*

**Internet outages and other technological problems**

If you experience an issue with an internet connection, software, website, or computer equipment which impacts your performance in an assessment or your ability to submit work on time, you should wherever possible submit evidence of the issue such as screenshots of problems or error messages with time and date stamps shown. If you contacted your School about the issue, please provide copies of any email correspondence you had at that time.

**Guidance on the definition of a Procedural Irregularity grounds**

<b>Examples of possible Procedural Irregularity grounds</b>	<b>Examples that may not meet the Procedural Irregularity grounds</b>
Feedback on formative work was not provided within an appropriate timeframe to use to inform summative work.	My assessment mark for one piece of work is lower than the marks for some or all my other work.
There has been an administrative error in the calculation of the weights of my assessment component marks, leading to an incorrect overall module mark.	I have received a mark just below the pass mark and this should be rounded up to the pass mark.



I received incorrect guidance or instructions relating to my assessments.	From feedback I received on a draft, I expected to receive a higher mark.
I was not notified of a deadline.	

**Section Five: Evidence**

- Please list the evidence you are submitting with your appeal form; please do not use embedded links within the form.
- Please do not use '.pages' format, unfortunately we are unable to open these documents.
- It is the responsibility of the student to provide all supporting evidence. Any evidence previously sent to the School or Wellbeing team will need to be resubmitted with the appeal form as we do not have access to School files

**Points to consider**

- The Appeals process is evidence based, and any circumstances that are mentioned in the appeal should be supported by independent-third party evidence.
- Evidence should demonstrate the impact of the circumstances cited in the appeal and should relate to the time of your affected studies and/or assessments
- All evidence should be submitted in English. If the evidence is provided in a foreign language, it is your responsibility to provide a certified translation along with the original document.
- Photographs of students, friends and family members are unlikely to hold as much weight as independent evidence as it is not possible for the Academic Appeal Committee to verify who these people are.
- Copies of emails, text messages, media chat etc... can be used, but it is helpful if the date and time of the original messages are provided.

Examples of the types of evidence that can be submitted include, but are not limited to the following:

- (a) Signed and dated medical letter/certificate of statement by an independent medical practitioner on letter headed paper
- (b) A letter from a counsellor detailing the impact of the circumstances on letter headed paper which is signed and dated
- (c) Evidence of prescriptions
- (d) A statement from University staff who have provided support
- (e) Bank statements
- (f) Statements from police or court

Evidence must be genuine. We will reject your claim if we find that any of the evidence you submit is false, forged or has been tampered with in any way.



### Section Six: Summary

- 6a: Please summarise the main points of your case, preferably in bullet points in no more than 200 words.
- 6b: the Extenuating Circumstances process can be accessed through your Wellbeing Officer and should in the first instance be used to request extensions. If it is not possible for you to request an extension, you should then apply to the Extenuating Circumstances Panel. Please advise us on whether you have engaged with these processes previously and let us know any reasons why you have been unable to do so.

### Section Seven: Academic Appeals Hearing

- Please see guidance on Appeal Form.

### Section Eight: Leave of Absence

- You will not normally be charged Tuition Fees for a period when you are on Leave of Absence. If you are an International overseas student, please contact the International Student Team directly with any questions relating how a Leave of Absence would affect your Visa: [Contact the IST \(International Student Team\) webpage](#).

### Appendix 1: Consent Form

The consent form only needs to be signed if you have received support from Guild Advice in relation to your academic appeal. Signing this consent form allows us to share your appeal outcome with Guild Advice, this does not usually include outcome letters or specific details about your case.