

# Application for Appeal Advice

## Exam Board Decisions

This document outlines the information you will need to submit an application for appeal. Please note it would be beneficial for you to gather the following information before sitting down to complete the form:

- Date of the Exam Board – *this will be the date your exam board outcome was communicated to you via email/student portal.*
- Decision of the Exam Board – *this refers to the information within the exam board outcome you are looking to appeal e.g. Re-sit capped at 40%.*
- Evidence – *this will need to be documentation that outlines your circumstances and the dates they occurred. This could include a doctor's note, death certificate, supporting evidence from Student Services etc.*

Applications and evidence **MUST** be submitted to the regulations unit via the online form **within 14 days** of receiving their exam board results.

The online form can be found here –

<http://www.cardiffmet.ac.uk/registry/Pages/appeals.aspx>

## The Online Form

The online form has a number of sections you will need to complete before it is submitted for consideration. All sections must be completed in full to be able to submit.

Below we have gone through each page of the online form step by step. Within each page we have indicated what information you will need to be included in each section.

If you have any questions about the online form or what information to include you can contact the SU Advice and Support Service.

### Page 1 –

You will need to choose from the drop down box whether they would like to complete the form in the medium of English or Welsh.

Click the arrow at the bottom of the page to continue to the next section.

### Page 2 –

The information on this page outlines the procedure, relevant timescales and information for that will support you in writing an application and understanding the process.

Please read through this information carefully.

At the bottom of the page you will need to tick the box to indicate the decision you are appealing e.g. Exam Board Outcome.

Click the arrow at the bottom of the page to continue to the next section.

### **Page 3 –**

This page is where you will need to submit the main content for your appeal application. Below we have gone through each section to indicate what information you will need to be included.

#### **Personal Details –**

Name, student number, email address, programme.

#### **Date of Exam Board –**

This will be the date the exam board outcome was communicated to you via email/student portal (e.g. June 2020).

#### **Decision of Exam Board –**

This would be the information within the exam board outcome you are looking to appeal e.g. Resit assessment second attempt, capped at 40%. This can be copied and pasted from your exam board outcome.

#### **Grounds for Appeal –**

There are two grounds under which a student can submit an application for appeal;

*Exceptional Personal Circumstances - These would be circumstances that occurred during your studies (illness, bereavement etc.) that have affected your performance.*

*Defects and Irregularities - This would be defects or irregularities in the written instructions or in advice relating to your assessment which would have negatively impacted on your performance.*

Please note, any appeal that questions academic judgement (e.g. specific marks you have received) will be rejected. For further clarification on the grounds for appeal you can contact the SU Advice and Support Service.

Please click the box to indicate which ground you wish to raise your appeal. This will reveal the boxes for the next step of the application.

**Description of Exceptional Personal Circumstances – *This section will need to be completed by someone appealing on the grounds of Exceptional Personal Circumstances only.***

This is where you will need to outline your circumstances. It will be beneficial to do this in a timeline fashion so the university can see the dates your circumstances occurred and how they had a direct impact on your studies (attendance in lectures, ability to complete assessments, submitted deadlines etc.).

**Why could you not submit mitigating circumstances before the exam board – *This section will need to be completed by someone appealing on the grounds of Exceptional Personal Circumstances only.***

You will need to explain and evidence why you could not submit mitigating circumstances before the exam board. As the mitigating circumstances procedure is advertised in the academic handbook/module handbooks etc. the university will not accept not knowing about the procedure as

a reason in this section. It is best to explain and evidence how your circumstances would have had an impact on you completing the form.

**Description of Defects and Irregularities – *This section will need to be completed by someone appealing on the grounds of Defects and Irregularities only.***

This would be defects or irregularities in the written instructions or in advice relating to your assessment which would have negatively impacted on your performance

**Preferred Outcome –**

This would be the outcome you are looking to achieve from this application.

**Supporting Evidence –**

Provide a description of the evidence you are uploading e.g. Doctor's note, death certificate.

Upload the documents by dragging them into the box on screen. If you have more than one piece of evidence please click 'yes' underneath to allow for further uploads.

If you are struggling to get hold of evidence before the end of the appeal deadline it is advised that you submit your online form and contact [aup@cardiffmet.ac.uk](mailto:aup@cardiffmet.ac.uk) to explain why you are unable to get your evidence in time.

**Consent –**

Please read through the 'What happens to your application' section carefully to understand the next steps.

Once you are happy you have included all information you require click the 'I consent' button then click the arrow at the bottom of the page to continue to the next section.

## What happens next...

An appeal application will normally be considered within 8 working weeks.

Please remember, there is no guarantee your appeal will be upheld and you must continue to abide the terms of your initial exam board outcome you are appealing. There will be no change to your status as until an appeal has been upheld. This means:

- You are expected to meet any deadlines/requirements set out in your outcome.
- You are only permitted to attend lectures/seminars and access resources for the modules you are enrolled on.
- If you have been withdrawn, you are no longer enrolled as a student and cannot access University services.

If your appeal is rejected, the exam board outcome will remain the same.

## Further Advice

If you have any questions or concerns with the information in the document, or would like any further advice you can contact Bethan Banks within the Advice and Support Service on [suadvice@cardiffmet.ac.uk](mailto:suadvice@cardiffmet.ac.uk).