

**Form A1: Request for a Review of an Examination Board Decision (Stage 1)**Please note that information supplied on this form will be treated in confidence.

1. **Before completing this form**, please read the guidance notes at the end of the form. Further information is also available from the University of the Arts Appeals web page: <http://www.arts.ac.uk/study-at-ual/academic-regulations/complaints-and-appeals/appealing-an-exam-board-decision/>
2. **Please contact the HE Student Support Office for advice at the earliest opportunity:**

**E:** [hesupport@southessex.ac.uk](mailto:hesupport@southessex.ac.uk) **T:** 01702 220475/220696 **W:** <http://www.southessex.ac.uk/higher-education/higher-education-student-services>

1. **All correspondence relating to your request for review will be sent to your South Essex College e-mail address**. Please check your e-mail regularly and inform the Appeals team *immediately* of any change in your contact details.

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| **Part A** | | **Details of the Student Submitting the Appeal** | | | | | | | |
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| **First Name(s):** | | |  | | | **Course Title:** | |  | |
| **Family Name(s) :** | | |  | | |  | |  | |
| **Student ID No :** | | |  | | | **Year of Study:** | |  | |
| **College email address:** | | |  | | |  | |
| **Programme Leader:** | | |  | | | **Contact Telephone No :** | |  | |
| **Postal address:** | | |  | | | | | | |
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| **Do you have a disability?** | | | | Yes | | | | No |  |
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| **If yes, do you believe you will require any disability-related support or adjustments during any stage of the appeals process?** | | | | Yes | | | | No | N/A |
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| **If yes, please detail your specific requirements below.**  *Please note that these requirements should relate directly to support during the appeals process, and you do not have to disclose the nature of your disability.* | | | | | | | | | |
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| **If you have spoken with someone concerning your disability (e.g. A member of the HE Student Support Team), please give their name and contact details here.** | | | | | | | | | |
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| *The contact details for the HE Student Support Service are available here:*  <https://www.southessex.ac.uk/support-higher-education-students-disabilities> | | | | | | | | | |
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| **Part B** | | **Details of the Request for a Review of an Examination Board Decision** | | | | | | | |
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| **What was the examination board decision against which you wish to appeal?** | | | | |  | | | | |
| **`What was the date on which the above decision was published?** | | | | |
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| **Please indicate the grounds on which you are basing your request for the review of the above examination board decision by ticking either one or both of the boxes below:** | | | | | | | | | |
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| **Potential Material Irregularity**  *You have reason to believe that an administrative error or other material irregularity occurred which had a detrimental effect on your results (including, but not limited to, adjustments made for students with disabilities or the application of the University’s academic regulations).* | | | | | | | | |  |
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| **Extenuating Circumstances**  *You have experienced extenuating circumstances that were not made known to the examination board at the time of assessment and, had they been known at this time, might have led the examination board to come to a different decision.* | | | | | | | | |  |
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| *Please note that the College Appeals Unit will consider any matter that, in all the circumstances, ought properly to be considered in the interests of fairness.* | | | | | | | | | |
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| **Have you spoken with anyone concerning your request for a review?** | | | | | | | | Yes | No |
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| **If yes, please indicate their name and position here.** | | | | | | | | | |
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| **Have you spoken with a member of HE Student Support Office concerning your request for review?** | | | | | | | | Yes | No |
| **If no, would you be happy for the College Appeals Unit to forward a copy of this form to the HE Student Support Office?** | | | | | | | | Yes | no |
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| **Please indicate below all of the units and assignments which have been affected by your grounds for review. Please include the assessment deadlines, if applicable.** | | | | | | | | | |
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| **Unit/Assessment Title** | | | | **Assessment Deadline** | | | | | |
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| **Part C** | | **Statement in Support of a Request for Review** | | | | | | | |
| **Please use the spaces below to provide additional detail in support of your request for review. Please provide as much information as you think necessary. Please continue on a separate sheet if you require additional space.** | | | | | | | | | |
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| **Potential Material Irregularity**  If your review is based on the grounds of potential material irregularity, please explain the nature of the error or irregularity you believe took place and how this might have affected the decision of the examination board. | | | | | | | | | |
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| **Extenuating Circumstances**  If your review is based on the grounds of extenuating circumstances, please explain the nature of these and how they affected your assessment. | | | | | | | | | |
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| **Please provide the exact dates affected by your extenuating circumstances.** | | | | | | | | | |
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| To | |
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| **Please use the space below to explain why you did not/were unable to submit an extenuating circumstances claim to your college at the time of assessment.** | | | | | | | | | |
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| **Part D** | | **Evidence Supplied in Support of a Request for Review** | | | | | | | |
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| **Please list the evidence supplied along with this form in support of your request for review.** | | | | | | | | | |
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| *If you wish to include more than 20 items of evidence, please contact the College Appeals Unit for further guidance:* [appeals@southessex.ac.uk](mailto:appeals@southessex.ac.uk) | | | | | | | | | |
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| *Please note that a failure to include appropriate/sufficient evidence will result in a delay to the appeals process. Guidance on appropriate evidence appears in the Appeals Guidance Notes for Students document that can be found on UAL’s Appeals web page:* <http://www.arts.ac.uk/study-at-ual/academic-regulations/complaints-and-appeals/appealing-an-exam-board-decision/> | | | | | | | | | |
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| **Student Signature** | |  | | | | **Date** |
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| **Please e-mail the completed form to** [appeals@southessex.ac.uk](mailto:appeals@southessex.ac.uk)**, or post it to:**  HE Appeals Team  South Essex College  4th Floor, Luker Road  Southend on Sea  SS1 1ND  United Kingdom  **Please ensure that you keep a copy for your own records.**  **The deadline for the submission of this form is 4:00pm, 15 working days from the date the examination board decision against which you are appealing was published.** | | | | | | | | | |

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| **Guidance for Completing**  **Form A1: Request for a Review of an Examination Board Decision (Stage 1)** |
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| **The Deadline for Submitting your Request for Review** |
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| The deadline for the submission of this form is 5:00pm, 15 working days from the date the examination board decision against which you are appealing was published. Please note that, for the above purposes, the date the examination board decision was published counts as day one. The date the examination board decision was published is the same as the date at the top of your results letter. If you anticipate any difficulty in being able to submit your request for review to the College Appeals Unit before the deadline, please contact [appeals@southessex.ac.uk](mailto:appeals@southessex.ac.uk) *immediately* for guidance. |
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| **Advice on the Appeals Process** |
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| Advice on the appeals process is available from the HE Student Support Office . If you are going to make a request for review, you should contact them at the earliest opportunity as a member of their team able to offer you advice concerning your request for review. Their contact details are as follows:  **E-mail:** [hesupport@southessex.ac.uk](mailto:hesupport@southessex.ac.uk)  **Telephone:** 01702 220475/220696  **Web:** <http://www.southessex.ac.uk/higher-education/higher-education-student-services> |
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| **Part A: Details of the Student Launching the Appeal** |
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| **Contact details:** |
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| Please complete your contact details in full. All correspondence relating to your request for review will be sent to your College e-mail address; please only indicate an alternative e-mail address if your College e-mail address is unavailable or inaccessible (e.g. your College e-mail account has been suspended as you have finished your studies). Please check your e-mail regularly and inform the College Appeals Unit *immediately* of any change in your contact details |
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| **Students with disabilities:** |
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| South Essex College works hard to anticipate and meet disabled students’ needs. This section of Part A asks you to inform us if you have a disability and whether you need any support or adjustments. This helps us ensure that you can access the review process. The College defines ‘disability’ as sensory or physical difficulties, long-term health conditions, mental health difficulties, autistic spectrum disorders (including Asperger syndrome) or specific learning difficulties (e.g. dyslexia, dyspraxia or ADHD).  You do not need to disclose the nature of your disability, but it will help us to make adjustments to the review process if you tell us about the type of support you usually need. Some examples might be that you need help completing forms or information in alternative formats, or that you have access requirements which will need to be taken into account. If you do complete this section of the form the College Appeals Unit might deem it necessary to contact you in order to discuss your requirements. Any information you provide will be handled sensitively. If you have any concerns about disclosing disability information on the form, please contact the College HE Support Services on 01702 220475/220696 or at <https://www.southessex.ac.uk/support-higher-education-students-disabilities> |
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| **Part B: Details of the Request for a Review of an Examination Board Decision** |
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| **What decision would you like to have reviewed?** |
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| Please indicate clearly the examination board decision that you wish to have reviewed. This might be the overall examination board decision or the decision for a particular unit. |
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| **What are the grounds for your request for review?** |
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| This form is to be used only for requesting a review of an examination board decision on the following grounds:  **Potential Material Irregularity in the Conduct of Assessment**  This means that the College has made an administrative or other error which had a significant impact on your assessment and on the grade you received. This includes any instances where disabled students have not received the agreed level of support that they need.  **Extenuating Circumstances not Made Known at the Time of Assessment for a Valid Reason or Reasons**  There may be exceptional circumstances that affect your ability to meet an assessment deadline or affect your performance in assessment. These should normally be dealt with through the extenuating circumstances claims procedure, before the examination board meets. However, you may be able to request a review on these grounds if you couldn’t submit the claim at the time of the assessment (for example, if you were in hospital at the time of the assessment and unable to communicate with the college).  **In the Interests of Fairness**  The College Appeals Unit will also consider any matter which it feels is reasonable and fair. However, requests for review may not be based on disagreement with the examiner on the grounds of academic judgement, specifically, disagreements on the merit of individual assessments in relation to marks, grades or other measures of performance. |
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| **Who have you spoken to about your request for review?** |
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| Please indicate whether you have already spoken to your tutor, course director or the Students’ Union. This helps us to liaise with the right people to follow up your request for review. We would also like your permission to forward your request to the Students’ Union so that they can provide you with support throughout the review process. |
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| **Which units and assignments have been affected?** |
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| Please indicate clearly all the units and assignments that have been affected by the grounds for review. Please also tell us the hand in date for each assignment. |
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| **Part C: Statement in Support of a Request for Review** |
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| Please use this section to give more details about your request for a review. You will need to explain how the grounds may have affected the decision of the examination board. For example, if the examination board was not aware of your extenuating circumstances, they will not have been able to take these into account when making their decision. For claims of material irregularity, you will need to explain how the circumstances had a *significant*impact on the examination board’s decision. For example, if you have a disability but did not receive the reasonable adjustments that you need, you may feel that this has affected your performance at assessment.  If the request for review is based on the grounds of extenuating circumstances it must be made clear why the extenuating circumstances form was not submitted at the time of the assessment. Please give as much detail as you can about the time period and assessment deadline(s) affected by the extenuating circumstances. You will also need to make clear how the extenuating circumstances affected your ability to complete your assessment – for example, your extenuating circumstances may have prevented you from handing in the work on time, or you may not have been able to complete the work at all. |
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| **Part D: Evidence Supplied in Support of a Request for Review** |
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| Requests for review must be supported by written evidence wherever possible. You can find guidance and examples of the type of evidence needed on the University of the Arts Appeals web page: <http://www.arts.ac.uk/appealing-exam-board-decision/> This list is not exhaustive and additional evidence may be needed by the College Appeals Unit. |