

This leaflet is designed to give you an outline of the process involved in appealing the decision of an exam board.

The University of Brighton has an Appeals Procedure in place which needs to be followed if something has occurred that you believe has adversely affected your assessed grades. This procedure can be found in detail in your student handbook as well as in the General Examination and Assessment Regulations for Taught Courses (GEAR) – Section H. This is available on Student Central.

It can appear complicated but the Students' Union has professional staff to give you advice, support and accompany you to meetings throughout your appeal.

If you do want to make an appeal it is important to remember that there are only four grounds on which you may appeal a result and that you cannot appeal against the academic judgement of your tutors, nor should you make comparisons with your work and the efforts of other students. In these cases you should discuss your work with your tutor.

Grounds for Appeal

- i. That a student had submitted evidence of mitigating circumstances which were not considered by the Examination Board;
- ii. That the Examination Board was not aware of mitigating circumstances affecting the student's performance because the student had been unable, or for valid reasons unwilling, to divulge them before the Examination Board reached its decision.

iii. That the examination procedures were not followed in accordance with the regulations, resulting in an error in the student's assessment.

iv. That some other material irregularity led to a breach of the procedures or regulations resulting in a decision detrimental to the student.

For further advice on mitigating circumstances see GEAR section C 14

You have only **15 working** days between the publication of the pass list and starting your appeal. You should send an initial letter simply stating your intention to appeal to the Secretary to the Academic Board within this time.

Stage 1. Discussion with Chair of Exam Board

The matter may be sorted out fairly informally at this stage. Arrange to meet with the Chair of the Exam Board (who is usually your Head of School), you will have the opportunity to explain your circumstances and resolve any misunderstandings. The exam board may consider having another look at your work as a result of this meeting. However if this discussion fails to resolve the matter you may need to move on to Stage 2.

Stage 2. Letter of Appeal

This involves writing a letter of appeal to the Secretary to the Academic Board. This letter must be sent within **30 working days** of the publication of the pass list.

After this time an appeal will normally be considered invalid. The letter must be written by yourself and should include: your name, course, year of study, the grounds you are appealing under – with details of all relevant circumstances, photocopies of evidence that supports your case and a statement of your preferred outcome.

A sample letter can be found on www.ubsu.net/sars

The Secretary to the Academic Board will assess your request. If your appeal is accepted you move on to Stage 3. Unfortunately there is no further internal appeals process if your appeal is rejected

Stage 3. Academic Appeals Committee

An appeals committee will be set up within 12 weeks of your letter of appeal being submitted. You must attend this meeting. You can be accompanied by a person of your choosing.

If your appeal is successful you move on to Stage 4.

If your appeal is unsuccessful there is no further internal appeals process.

Stage 4. Exam Board to Reconsider its Decision

The Appeals Committee will inform the relevant Exam Board of the grounds on which it should reconsider its decision. The Exam Board must then meet within three months of the Appeal Hearing to consider these recommendations. **However the Exam Board is still entitled to uphold its original decision.** Whatever decision it makes is considered final.

If you are unhappy with the final University outcome it is possible once you have been issued with a Completion of Procedures letter to raise your case with the OIA (The Office of the Independent Adjudicator for Higher Education). Further details can be found on their website www.oiahe.org.uk

This leaflet is only an outline of the procedure for appealing the decision of an Exam Board and we would strongly recommend that you consult your Student Handbook and GEAR for more detail and approach the Students' Union for support and advice.

Useful Contacts:

Students' Union

Students' Advocate
Individual Representation
Nicola Trelawny
nt68@brighton.ac.uk
01273 643532

Student Advocacy & Education Research
Co-ordinator
Anthony Lewis
a.r.lewis@brighton.ac.uk
01273 643328

University of Brighton

Carol Burns
Registrar & Secretary to the Academic Board
University of Brighton
Mithras House
Lewes Road,
Brighton BN2 4AT
c.a.burns@brighton.ac.uk

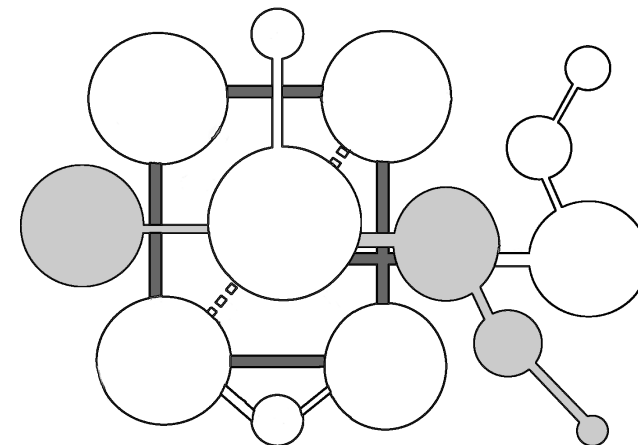
Office of the Independent Adjudicator

www.oiahe.org.uk
enquiries@oiahe.org.uk
0118 959 9813

UBSU Student Advocacy & Research Service

Appeals

A very brief guide.



Drop in times

Moulsecomb

Cockcroft G35 Wednesday & Friday
10 am - 4pm

Falmer

Uckfield House 204 Monday & Thursday
10am - 4pm

Grand Parade

UBSU Office - Mezz floor Tuesday & Thursday
10am - 4pm

Eastbourne, Hastings & Partner Colleges
by appointment.



www.ubsu.net/sars
ubsuacademic@brighton.ac.uk

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