Access to Higher Education

Grade Appeal Form

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| --- | --- |
| Student Name |  |
| Date of Appeal |  |
| Subject |  |
| Unit Title |  |
| Subject Tutor |  |
| Overall Grade Awarded |  |
| Which grades do you wish to appeal against? |  |
| Which grade/s do you believe you have achieved? |  |
| Clearly state reasons (referring to specific grade descriptors) why you believe your work meets the grade/s stated above. |  |
| Tutor response |  |

**Please attach copy of the unit with areas highlighted on your work to support your reasons above.**

**APPEALS PROCEDURE**

**STAGE 1: Student sets out grade/s at issue together with justification**

**for appeal (and highlighted unit to show where work has met**

**specific grades).**

**STAGE 2: Subject tutor reviews work, taking into account the student’s**

**reasons. Grade/s are either changed or remain as originally**

**awarded. Tutor will provide specific reasons either way.**

**STAGE 3: If student still contests grade/s, the matter will be referred to**

**a second subject specialist for their decision. This decision**

**will be final.**

**A COPY OF ALL CORRESPONDENCE AND COPY OF UNIT TO BE SENT TO CURRICULUM LEADER**