

Regent College London

Stage 2 Academic Appeal Form*

Please consult Regent College London's Policy and Procedure for making an Academic Appeal before filling out this form. Please read the procedure carefully. There is an accompanying flow chart which may also be of help. Both these documents together with the Academic Appeal Form are available on the VLE (HELP) and the College's website. Once the form has been completed it should be submitted to the Head of Academic Standards & Quality Enhancement.

**Please note that this Academic Appeal Form, together with Regent College London Academic Appeals Policy and Procedure, may only be used for Pearson programmes. For University partner programmes, formal academic appeals should be made directly to the University, details of which are available on the University's website and in the relevant programme handbook.*

1 Personal Details

Name	
Student ID Number	
Course of study	
Contact address	
Telephone number	
E-mail address	

Decision(s) of Assessment Board under appeal	
Date of Assessment Board at which your results were considered	

2 Grounds for Appeal

A formal appeal should be lodged within **five working days** of receipt of the **Stage 1** Conciliation decision, or no longer than **fifteen working days** after the publication of your results following the meeting of the Assessment Board that considered your results. Please remember that you may only appeal on grounds detailed in Section 2.1 of the College's Policy and Procedure for making an Academic Appeal.

Please indicate on which grounds you are appealing by ticking the appropriate box(es) given below:

- ☐ The assessment was not conducted in accordance with the current regulations for the course/programme, or there has been a material administrative error or some other material irregularity relevant to the assessment has occurred
- ☐ The judgement of an examiner or examiners was improperly affected by personal bias
- ☐ Misleading information was provided about the assessments and/or examinations
- ☐ For a student with a disability or additional needs, the assessment was not correctly carried out, or the support identified was not provided, or the agreed assessment procedures for that student were not properly implemented

Please provide below further details (use section 5 for supporting evidence), with respect to each of the grounds of appeal indicated by the box(es) you have ticked above:

3 Attempt at informal resolution/conciliation (Stage 1)

Provide details of the discussion(s) you have had in an attempt to resolve your concerns about the outcome of the decisions of an Assessment Board informally and through conciliation:

Who did you discuss the issue with?	
Date(s) of the discussion	

4 Revised Assessment

Please provide a statement about the nature of the revised assessment sought from the Assessment Board if your appeal was to be upheld:

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5 Evidence/Documentation

Please list below, details of all documentation provided as evidence for the grounds of your appeal, and attach it to this form.

6 Data Protection

I hereby consent for any sensitive and/or confidential data, such as notes in your file, held by Regent College London to be made available to the Academic Appeals Panel and the Principal for use as evidence or supporting documentation as appropriate. I understand that as part of the investigation into my appeal, the Academic Appeals Panel and the Head of Academic Standards & Quality Enhancement may be required to share this information with other staff at Regent College London solely on a *need-to-know* basis.

I declare that to the best of my knowledge all of the information I have supplied is true, accurate and complete.

I give my consent for information from this form and any attached documents, and personal data held elsewhere within Regent College London, to be shared with relevant members of the College's staff on a need-to-know basis for the purpose of investigating my appeal.

Signature.....

Date.....

Author	Head of Academic Standards & Quality Enhancement
Version	Version 4.2
Update	February 2020
Approval	Academic Board February 2020
Review Date	August 2020