**ACADEMIC APPEAL ARISING FROM EXAMINATION PERFORMANCE**

*This form should be completed in conjunction with the Academic Appeals Procedure Following Exam Review, published in the Student Book of Regulations.*

**Part A: (To be completed by the Student)**

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| **Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Year of study \_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_**  **Student ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Course Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Course title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| What are the reasons on which the appeal is based? Please circle:   1. The grade(s) is incorrectly recorded or incorrectly aggregated; or the procedure for the collection of grades has been incorrectly followed; 2. There has been an irregularity in the conduct of the examinations or other forms of assessment, which has adversely affected performance; 3. There have been circumstances which affected the performance which I could not or did not, for valid reasons, divulge prior to the meeting of the Examination Board in accordance with the Regulations; 4. I have demonstrable reason to believe that one or more of the examiners was prejudiced or unreasonably biased. | |
| What action is requested? If this involves reversing an existing decision, please explain: | |
| Please indicate any supporting evidence that you are submitting with the appeal and ensure that copies are submitted:  Declaration:  I confirm that I have read and understood the procedures for **Academic Appeals Procedure Following Exam Review** and confirm the facts and supporting evidence submitted for the appeal is wholly accurate.  Student signature: Date: | |

**Part B: (To be completed by the Head of Department or their nominee)**

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| **Head of Department's recommendation, with reasons**  Was any evidence on which the student relies submitted prior to the examinations or Examination Board?  If it was not, please explain why not.  If the evidence was available to the Examination Board, please explain either a) why it was not considered, or b) what account was taken of it by the Examination Board: |
| Signed: Date:    **(Head of Department)** |

*The Dean of the Department makes a recommendation as to the action that should be taken in response to the appeal and submit it to the Chairman of the Examination Board. The Chairman of the Examination Board shall either approve the recommendation or amend it, as s/he considers appropriate, taking account of all evidence is submitted.*