

Academic Appeal Procedure

QUICK GUIDE

Students can appeal decisions made by the Assessment Board that impact their academic progress.

INFORMAL RESOLUTION



If you think you have grounds for an academic appeal, or need clarification on an Assessment Board's decision, you are encouraged to discuss with the Dean of School or Programme Leader/Area Leader immediately after the results are published.



FORMAL STAGE



If you want to submit a formal appeal, email qualityandacademicstandardsunit@marjon.ac.uk to request an appeal submission form.

Submit the completed form with supporting evidence within 20 working days of receiving the official results communication.



If your appeal is rejected following an initial assessment, the reason/s will be explained to you, and you can request a review of the decision at this point.

If your appeal is taken forward under the formal stage, you will be notified of this, and a senior member of academic staff will investigate your appeal.

You will normally receive the written decision within 20 working days.



REVIEW



If dissatisfied with the outcome, you can request a review on certain grounds within 10 working days.

If valid grounds for re-hearing your appeal are found, the appeal will be reconsidered under the formal stage. This re-hearing will be final.



If no valid grounds are found, the Academic Appeal Procedure will be concluded with a Completion of Procedures Letter.

The review stage will normally be concluded within 10 working days of your request.

EXTERNAL OMBUDSMAN



If you're dissatisfied with the outcome, you can request a review from the Office of the Independent Adjudicator within 12 months of the date of the Completion of Procedures Letter.

THINGS TO REMEMBER

You can only appeal once the official results notification has been issued.

Appeals can only be made against individual module marks, not the overall result or degree classification.

A successful appeal will normally result in an additional (new) assessment opportunity. The higher of the two marks will be recorded.

Send your appeal form, evidence, and any queries to qualityandacademicstandardsunit@marjon.ac.uk.

We will only share the details of your appeal with those who need to know.

We can make reasonable adjustments to the process – tell us what you need.

You can seek help or advice from the Student Union and/or Student Wellbeing and Support StudentSupport@marjon.ac.uk.

APPEAL GROUNDS:

Possible appeal grounds:

- **Material circumstances** – if something affected your performance in an assessment(s) that the Board of Examiners was unaware of when making its decision. This only applies if you can show you were unable to report this earlier through the Extenuating Circumstances Procedure for a valid reason.
- **Procedural irregularities** – irregularities in the formal conduct of an assessment or how an academic decision was made, e.g. alleged prejudice or bias from examiners or markers.

Appeals cannot be based on:

- Dissatisfaction with the academic judgement of markers.
- Issues covered by the University's Complaints Procedure (e.g. teaching quality) (see Section 17 of the Student Regulations Framework).

FURTHER INFORMATION



Academic Appeal Procedure (Section 16 of the Student Regulations Framework)