



**FORMAL APPLICATION FOR A REVIEW OF THE DECISION OF AN  
ASSESSMENT BOARD FOR HIGHER NATIONAL COURSES**

**STAGE 1 - ACADEMIC APPEALS FORM**

This form should **ONLY** be used for appeals from students registered on HNC and HND programmes. For students registered on courses which are the awards of a partner University, the relevant University procedure and form should be used.

Before completing this form, please ensure that you have read the Guidance Notes at the end of this document.

If you are still certain that you have grounds for appeal, please complete this form and submit it to the Quality Office either by email to [quality@nescot.ac.uk](mailto:quality@nescot.ac.uk) or by post.

Stage 1 academic appeals must be submitted the Quality Office within **15 college working days** of the date upon which your results were released.

**SECTION 1 – YOUR DETAILS**

<b>Surname (Family name)</b>	
<b>Forename(s)</b>	
<b>NESCOT student ID</b>	
<b>Programme title (e.g HND Science)</b>	
<b>Level of study of the module(s) or outcome you are appealing against (i.e. Level 4 or 5)</b>	
<b>Contact telephone number</b>	
<b>Postal address for correspondence</b>	
<b>NESCOT email address</b>	
<b>Personal email address</b>	
<b>Do you have a disability that requires any reasonable adjustments – such as a preferred method of communication?</b>	

**SECTION 2 – DETAILS OF YOUR APPEAL**

**Date that your results were released**

**Please state the decision against which you are appealing  
For example: qualification classification, progression decision, requirement to be reassessed, module outcome or other. Please list all relevant module codes and the dates of any relevant assessment submission(s) or examination(s)**

**GROUNDS FOR APPEAL**

**Please indicate by ticking one or more of the following, the grounds on which you wish to request a review of the decision of an assessment board**

**Tick**

i)	The published marks or grades are wrong	
ii)	There has been a significant irregularity in the assessment process	
iii)	The assessment regulations have not been adhered to	
iv)	The Assessment Board was not aware of a significant factor relating to the assessment of one or more students. This includes extenuating/mitigating circumstances that could not be presented to the Assessment Board when it made its original decision <sup>1</sup>	

<sup>1</sup> Students wishing to appeal using ground iv are advised to carefully read the guidance notes contained at the rear of this document prior to appeal



**SECTION 3 – DECLARATIONS**

I hereby authorise the College to seek verification of supporting evidence under the Data Protection Act.

I have also noted that the College reserves the right to audit claims and to treat any fraudulent or misleading submissions as a disciplinary matter:

<b>Signed:</b>		<b>Date:</b>	
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**Consent to contact Medical Practitioner *(if applicable)***

I hereby authorise the College to contact my medical practitioner to discuss the supporting medical evidence I have provided relating to my appeal

<b>Signed:</b>		<b>Date:</b>	
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## Guidance Notes: Completing the Academic Appeals Form (Stage 1)

Before you begin completing your form, please read carefully through these guidance notes and also the College's Academic Appeals. This form should only be used for students wishing to make an academic appeal as the result of having studied on a Higher National programme. If your awarding body is a university you **MUST** use their form and follow their procedures.

- Please complete **all** sections of this form clearly; incomplete submissions may lead to delays in responding to your appeal.
- This form should be used for the submission of stage 1 appeal. There is a separate form which should be completed should you wish to elevate your appeal to stage 2, which will be dealt with at Principal's level. Please note, that stage 2 appeals will only be considered once you have received the outcome from your stage 1 appeal.
- Stage 1 academic appeals must be submitted to your Faculty within **15 College working days** of the date upon which your results were released
- Appeals will not be accepted after this date unless there is evidence to show that it was impossible for you to comply, for example, you were too incapacitated by illness to make the appeal.
- You will receive an acknowledgment of the receipt of your appeal within 5 college working days and you can expect to receive a full response to your appeal within 20 college working days. Remember, the sooner that you submit your appeal, the sooner you will receive a response so we recommend that you submit your appeal as soon as possible after you receive your results.
- The grounds upon which an appeal can be made are clearly set out in paragraphs 20-21 of the Nescot Academic Appeals Regulations. Please note, that you cannot appeal just because you do not agree with your marks or results.
- You are required to clearly and concisely set out your grounds for appeal within your submission and provide evidence to support your claims.
- Evidence must be provided in support of your appeal and clearly listed on the appeal form. Appeals which are submitted without any evidence will be rejected as being incomplete. There may be exceptional circumstances in which evidence cannot be provided at that time, in which case you should explain why and specify the date on which it can be provided.
- If your appeal does not contain permissible grounds, as detailed in paragraph 20 of the Academic Appeals (Taught Courses) Regulations, it will not be accepted.
- If you are appealing on ground (iv) "*the Assessment Board was not aware of a significant factor relating to the assessment of one or more students. This includes*

*mitigating circumstances that could not be presented to the Assessment Board when it made its original decision”, you should note that following:*

- The College will not accept claims of mitigation after you have undertaken an examination or other assessment event such as a presentation unless you were taken ill during the event and this is confirmed by the examination invigilator or academic member of staff responsible for the assessment event. OR unless you are able to provide medical evidence which confirms that you have had a certified illness which meant that you were unable to deem yourself unfit to undertake assessment.
- The College will not accept claims of mitigation after an assignment has been submitted by the agreed deadline unless you are able to provide medical evidence which confirms that you have had a certified illness which meant that you were unable to deem yourself unfit to undertake assessment
- This is explained further in the regulations on Extenuating/Mitigating Circumstances and Student Assessment.
- The College operates a separate process for Student Complaints which covers:
  - Complaints against services provided by the College
  - Complaints about the delivery of a programme, teaching, or administration
  - Complaints about misconduct by a member of staff or other students.
- The details of this process can be found in the Student Complaints Procedure.  
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- Where appeals contain a mixture of issues which relate to both the appeals and complaints process the College will endeavour to ensure that holistic consideration is undertaken and a co-ordinated response given.
- Stage 1 appeals should be submitted to the Quality Office either by post, in person or (preferably) by email to [quality@nescot.ac.uk](mailto:quality@nescot.ac.uk).
- You must keep a copy of your appeal submission for your own records.