

ACADEMIC APPEAL FORM

Before you complete this form, please ensure that you have read the appeals regulations carefully and sought advice from a member of your programme team. Students can also seek additional guidance and assistance from DSU.

If, after reading [Chapter 8 of the General Regulations and Procedures Affecting Students 2022/23](#) you are certain that you have grounds for appeal, please complete this form, sign (back cover) and email it to acasupportoffice@dmu.ac.uk within **15 University working days** of the publication of the ratified results against which you are appealing.

Name: _____	Title: <i>Mr/Ms/Miss etc</i> _____
Student ID Number: _____	Email Address: _____
Contact Address: _____ _____	
Programme Title (eg BA Business Studies): _____	
Year of Study (eg 1st, 2nd, 3rd): _____	

Advice sought from Programme team?

Yes

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No

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Tutor's name: _____ Date: _____

SECTION A: ASSESSMENT BOARD DECISION

State the decision giving rise to the appeal (*Please tick the appropriate box*)

A: Assessment board decision of fail in module(s) or part(s) of a programme. State module(s) involved, giving module title and module code – **failure to do so is likely to create delays with your appeal.**

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B: Assessment Board decision making a particular award or class of award or a decision not to make an award. Please describe below.

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SECTION B: GROUNDS FOR APPEAL (ASSESSMENT)

Please indicate the grounds on which you are appealing by ticking the appropriate box(es). **Appeals can be made on the grounds stated below:**

1. During the Examination or Assessment

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There are demonstrable errors in the conduct of the assessment process which are of such a nature as to cause reasonable doubt as to whether the result would have been different had they not occurred. (Examples: irregularity in the conduct of an examination; defective communication about an assessment; non-compliance with published documentation).

2. During the marking and decision-making process

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I allege there have been errors in the marking or in the consequent decisions of the assessment board, because the outcome of the assessment differs markedly from what I had expected. (Examples: performance in the module you are disputing compared to performance in a similar preceding module or performance in other modules on the same course).

SECTION C: SUPPORTING STATEMENT

Please supply a word-processed statement giving your case for appeal and attach any relevant supporting evidence. The statement must usually be no longer than 2000 words and the supporting evidence no more than 8 pages.

I confirm that what I have written on this form and any enclosures are truthful and relevant to my appeal.

Signed: _____ Date: _____
(Your signature)