

A guide to completing your Academic Appeal form

Here is a visual guide to completing your Academic Appeal form. Each section is explained and what you need to include.

Remember: you have 10 Working days to submit your Academic Appeal, which must be supported by independent verifiable evidence.

Your Academic Appeal evidence **must include** the Board of Examiners letter or Research Degrees Committee outcome letter



APPEAL FORM and GUIDANCE NOTES

ACADEMIC APPEALS AND ACADEMIC MISCONDUCT APPEALS

Please read through the Guidance Notes before making your appeal. These are designed to assist you with completing the form. The Guidance Notes are available at <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>

University Guidance Notes

The Liverpool Students' Union operates an Advice Centre and will provide confidential help and advice regarding academic appeals. Liverpool SU Appeals Advice Webpage <http://www.liverpoolsu.com/main-menu/academic-advice/academic-appeals>

Seek Advice from JMSU Advice Centre

Telephone 0151 231 4900, Email: lsuadvice@ljmu.ac.uk

Student Advice and Wellbeing can also provide advice and support particular in the areas of financial issues, disability, study support, accommodation, health, wellbeing and counselling <https://www2.ljmu.ac.uk/studentadvice/120502.htm>

This document should also be read in conjunction with the University Academic Framework Regulations Section C9. <https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework> and the Research Degree Regulations Section 15 <https://www2.ljmu.ac.uk/RGSO/62172.htm>

If you require this document in a different format please contact the Student Governance Team.

You must complete all sections of the form clearly and concisely. Failure to complete all sections of the form clearly and legibly could lead to delays in investigating your appeal or your appeal not being progressed.

You must send your completed form and supporting documents **within 10 working days** of the formal release of the relevant results or the notification of the decision of the Academic Misconduct Panel to the postal and email address at the end of this form.

If you are posting your appeal you should use the Recorded Delivery Service.

Section 1: Your Details

Full Name:	Joe Bloggs	Student Number:	123456789
Programme of Study:	History		
Academic Year you started at LJMU:	2017	Year/Level:	1/Level 4
Address for correspondence	123 Smith Street, Liverpool		
Email Address	j.bloggs@abc.ac.uk		

Section one: this must be fully completed as this helps to verify who you are and how to contact you

Section 2: Type of Appeal

Academic Appeal against the decision of the Board of Examiners or Research Degrees Committee.	<input type="checkbox"/>
Appeal against the decision of an Academic Misconduct Panel	<input type="checkbox"/>

For an Academic Appeal you would tick this box

Please tick to confirm that you have enclosed a copy of the Board of Examiners Letter, Research Degrees Committee outcome Letter / Academic Misconduct Panel Outcome Letter.	<input type="checkbox"/>
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Please note it is compulsory to provide this letter and failure to do so may result in your appeal being rejected.

Are you sending your Appeal within the 10 working day deadline? The University reserves the right not to progress appeals if they are submitted outside of the specified time limits. Discretion will only be given where there are exceptional reasons for late submission, supported by independent evidence.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If No please explain why you were unable to meet the deadline?

You need to tick if your appeal is being submitted within the 10 Working Day time limit.

If it is not then you will need to state why

The letter from the Board of Examiners must be included with the Academic Appeal. If it is not included then delays may happen in the reviewing of the appeal, it can also lead to the appeal being rejected

Appeals submitted outside of the 10 working day time limit will be rejected, unless there are **exceptional circumstances** as to why the appeal could not be submitted in time. Include evidence

Check the University Guidance notes as well

Section 3: Your Appeal

Please read the Appeals Guidance Notes to see if you have grounds for appeal. The University will deem an appeal 'not eligible' if your appeal does not reference or evidence an assertion of a material irregularity.

Please provide a full statement outlining your grounds for appeal. Please provide details of key events with dates. Continue on a separate sheet if necessary.

I am appealing on the grounds that a material irregularity occurred during the examination for this module, which affected my performance.

The examination began at 09:30 on 15th August 2017. The disruption began at approximately 10:15 when the front left corner of the examination hall (room 205, John Foster Building) collapsed. The

Ground for the appeal

exam moderators informed us that we should continue with the assessment whilst they investigated the damage. I found it difficult to concentrate, as I had been startled by the noise and was concerned that a further collapse was possible and my safety might be at risk.

Specific details given

There were 24 other students present in the exam hall. I was sitting at the back of the hall and could see that many of the students began to talk to each other, as they had also been frightened by the disruption. However as the invigilators continued to deliberate on the damage at the front of the hall, three students in the row in front of me began to discuss the examination questions.

Explanation of action. If you did not submit a special mitigation form this is where you would explain

After ten minutes, the invigilators informed us that they believed that no further damage would occur and that we should continue the exam. I raised my hand and expressed that I did not feel safe in the room, and was informed by one of the invigilators that this would be my only opportunity to do the exam and that if I left I was likely to fail. This meant that I had no option but to try and stay and try to continue.

Throughout the remaining 90 minutes of the exam, I found it difficult to focus on my work. I felt anxious the we might be in danger and felt jumpy about any slight noise I could hear. I kept looking at the ceiling to see if there were any signs that it may collapse. I was able to complete the exam, but believe that I did not answer the questions as well as I could have done if this incident had not occurred.

Explanation of how the incident has impacted their marks

That afternoon I emailed my personal tutor to inform him of what had happened and express my concern that my performance had been affected. He informed me that the exam had been completed and that there was nothing further that could be done.


I believe that the assessment was not conducted correctly and that it was not reasonable to encourage us to continue with the exam in these circumstances.

Ended with a summary of the grounds

Section 4: Your Evidence

Please list the documentary evidence enclosed in support of your appeal. Continue on a separate sheet if necessary.

- Letter from Board of Examiners
- Statement from another student who attended this exam
- Photographs of the collapsed ceiling
- Copy of email sent to personal tutor



List your evidence here. Make sure that you either attach it to the appeal document or the same email to student governance

Data Protection Act 1998: Liverpool John Moores University is registered as a Data Controller [the organisation responsible for your information] with the Office of the Information Commissioner, Registration Z5616967. The University only uses student data in accordance with all the privacy and security requirements outlined in the Data Protection Act 1998 and the University's Data Protection Policy which you can find on the University's website under 'About Us – Public Information'. Any personal information you provide on this form will only be used for the purpose of dealing with your appeal and you can access any personal information the University holds on you by getting in touch with the University's Data Protection Officer at secretariat@ljmu.ac.uk. Please note that if you provide any personal information about another individual they too can access the information held about them. The information will be held for a period of six years in accordance with our legal requirements.

Section 5: Declaration:

Please read the statements below and confirm the following:

- You have read the Appeal Regulations and Guidance Notes
- You are aware of the advice and support available.
- **You have completed all sections of the form.**
- You have attached all applicable evidence in support of your appeal
- You understand that LJMU will need to decide whether your appeal is eligible and submitted within the timeframes.
- You understand that ineligible appeals or late appeals will not be investigated under the appeals procedure.
- You agree with the documents and details in your appeal, including sensitive personal information being shared with relevant staff involved in the appeals process in order to respond to your appeal

Make sure that you have read this section as it holds important information and it is a useful checklist.



I confirm that I am the student making the Appeal, I agree to the above and confirm that that I believe the facts stated in this form are true.

You must sign the appeal form

Signed:

Can be electronically signed

Date

8th September 2017

Submit your form and attached evidence by post to **Secretary of the Appeals Panel, Liverpool John Moores University, Student Governance, Exchange Station,**

Information on where to send your completed appeal

StudentGovernance@ljmu.ac.uk

If you are posting your appeal you should use the Recorded Delivery Service.

This needs to be the date you are submitting the Appeal. This must be within 10 working days of the Board of Examiners outcome notification