

# 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/aboutus/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: <a href="mailto:lsuadvice@limu.ac.uk">lsuadvice@limu.ac.uk</a>

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.limu.ac.uk/about-us/public-information/academic-qualityand-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.

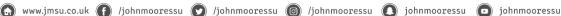
You must send your completed form and supporting documents within 10 working days of the formal release of the relevant results or the notification of the decision of the Academic Misconduct Panel to the postal and email address at the end of this form.

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















Full Name:		Joe <u>Bloggs</u>	Student Number:	123456789	
Programme of	Study:	History			
Academic Yea started at LJM		2017	Year/Leve	l: 1/Level 4	
Address for correspondence	ce	123 Smith Street, Live	Section of	ne: this must be fully d as this helps to verif	
Email Address	<b>i</b>	j.bloggs@abc.ac.uk		are and how to contac	
Section 2: Type of	of Appeal				_
Academic Appeal against the decision of the Board of Examiners or Research Degrees Committee.				or D A	or an cademio ppeal yo ould tic
				† t	nis box
Appeal against	the decisi	on of an Academic Misc	onduct Panel		II3 DOX
Please tick to co	onfirm tha	on of an Academic Misc t you have enclosed a c arch Degrees Committ Panel Outcome Letter.	opy of the <b>Board</b> ee outcome Let	l pf	
Please tick to co	onfirm tha iter, Resea sconduct s compulse	t you have enclosed a c arch Degrees Committ Panel Outcome Letter. ory to provide this letter	opy of the <b>Board</b> ee outcome Let	l pf ter	
Please tick to concern the Examiners Let VAcademic Missing Please note it is may result in your Are you sending deadline? The Usubmitted outside of	onfirm thater, Researce conduct is compulse our appeal ong your A University research the specifie	t you have enclosed a c arch Degrees Committ Panel Outcome Letter. ory to provide this letter	opy of the Board ee outcome Let and failure to do orking day appeals if they are ly be given where the	o o o o o o o o o o o o o o o o o o o	
Please tick to concentrate the Examiners Letter /Academic Mission Please note it is may result in your Are you sending deadline? The Usubmitted outside or are exceptional reason.	onfirm that ter, Resease conduct s compulse our appeal ng your A University res of the specifie sons for late	t you have enclosed a carch Degrees Committed Panel Outcome Letter. Dry to provide this letter being rejected.  ppeal within the 10 worderves the right not to progress d time limits. Discretion will on	opy of the Board ee outcome Let and failure to do orking day appeals if they are by be given where the pendent evidence.	yES   NO    YES   NO    Yes   You need to tick	l k if your
Please tick to concentrate the Examiners Letter /Academic Mission Please note it is may result in your Are you sending deadline? The Usubmitted outside or are exceptional reason.	onfirm that ter, Resease conduct s compulse our appeal ng your A University res of the specifie sons for late coloring why	t you have enclosed a carch Degrees Committed Panel Outcome Letter. Dry to provide this letter being rejected.  ppeal within the 10 worderves the right not to progress d time limits. Discretion will on submission, supported by inde	opy of the Board ee outcome Let and failure to do orking day appeals if they are by be given where the pendent evidence.	so YES   NO	k if your submitt



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:€ when the front left corner of the examination hall (room 205, John Foster Building) collapsed. The

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.

There were 24 other students present in the exam hall. I was sitting at the back of the hall and c see that many of the students began to talk to each other, as they had also been highened 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.

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.

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.

Ground for the appeal

Specific details given

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

**Explanation of** how the incident has impacted their marks

Ended with a summary of the grounds





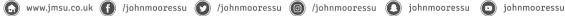
## Section 4: Your Evidence

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@limu.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 the Appeal. This must be Can be electronically signed Signed: Date 8th September 2017 พณ in 10 Submit your form and attached evidence by post to Secretary of the Appeals Panel, the Board of Liverpool John Moores University, Student Governance, Exchange Station, Examiners lentGovernance@ljmu.ac.uk outcome Information on where to send your completed appeal notification If you are posting your appeal you should use the Recorded Delivery Service.

This needs to be the date you are submitting working days of