

# PROCEDURAL DEFECT APPEAL FORM



THE DEADLINE FOR APPEAL FOR SEMESTER 1 2011/12 IS:

**5.00pm on THURSDAY 15 March 2012**

For results published after 8 March 2012, the deadline for appeal will be the 5<sup>th</sup> working day following publication of the result(s) concerned.

**BEFORE COMPLETING THIS FORM** please read the guidance notes on page 4.

**THIS FORM IS TO BE USED ONLY FOR AN APPEAL MADE ON THE GROUNDS:**

“That the University did not act in accordance with the relevant Regulations and/or Procedures in the provision and execution of the assessment process and that this, in turn, had a significant impact on the student.”

**PLEASE NOTE:** Where a student believes that a **computational error** has occurred (i.e. that a grade has been calculated incorrectly) or that **an item of work** (coursework or exam) **submitted in accordance with the proper procedures has not been assessed**, a **Module Query Form (MQF)** should be submitted to the appropriate Undergraduate or Postgraduate Registry within ten working days of publication of the result concerned. Such a case can only be pursued via the appeal procedure if no response has been received by the twentieth working day after submission of the MQF, at which point the student may submit an appeal with a copy of the MQF attached as evidence. Module Query Forms can be collected from Registry or downloaded from: [www.londonmet.ac.uk/registry](http://www.londonmet.ac.uk/registry)

NAME (Please print clearly): \_\_\_\_\_

STUDENT ID No: \_\_\_\_\_ CURRENT YEAR OF STUDY: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Tel No: \_\_\_\_\_ email address: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

**PLEASE LIST BELOW ALL AFFECTED COMPONENTS (only those components listed will be considered)**

Module Code and Name	Affected Component (e.g. exam, coursework 1, presentation etc.)	Exam date or coursework deadline	COURSEWORK COMPONENTS ONLY	
			Was the work submitted?	If so, please enter date of submission.
Code: Title:	Component:	/ /20__	Yes/No	/ /20__
Code: Title:	Component:	/ /20__	Yes/No	/ /20__
Code: Title:	Component:	/ /20__	Yes/No	/ /20__
Code: Title:	Component:	/ /20__	Yes/No	/ /20__

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

**TO APPEAL ON GROUNDS OF PROCEDURAL DEFECT YOU MUST:**

- Identify the Regulation(s) and/or Procedure(s) concerned
- Explain the way in which the University's actions differed from those set out under those Regulations and/or Procedures
- Explain the impact of this procedural defect
- Include independent third party evidence which corroborates the appeal

**PLEASE LIST BELOW THE RELEVANT REGULATION(S) AND/OR PROCEDURE(S) AND EXPLAIN BRIEFLY YOUR REASON(S) FOR APPEAL.**

IF YOU WERE UNABLE TO SUBMIT THIS APPEAL BY THE SPECIFIED DEADLINE PLEASE EXPLAIN THE REASON(S) FOR THIS:

PLEASE NOTE: IT IS ESSENTIAL TO THE CONSIDERATION OF THIS APPEAL THAT YOU PROVIDE APPROPRIATE, INDEPENDENT EVIDENCE, WHICH CORROBORATES THE EXPLANATIONS GIVEN ABOVE.

**IMPORTANT NOTE – ALL STUDENTS MUST COMPLETE THIS SECTION EACH TIME THEY SUBMIT AN APPEAL**

1. Are you currently registered with the University's Disabilities and Dyslexia Service (DDS)?

Yes  No  (go to Question 2) Do not wish to respond  (go to Question 2)

If Yes, does your appeal claim relate to;

- a)  previously disclosed condition(s)
- b)  deterioration of previously disclosed condition(s)
- c)  new condition or pregnancy / maternity / paternity
- d)  circumstances not related to your previously disclosed condition(s) (go to Question 2)

If you have indicated a), b) or c) above, it may help your claim if we contact the DDS regarding the nature of any adjustments you may have in place. If you do not wish the University's DDS to be contacted, please sign below:

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

2. If your supporting evidence indicates that you have a disability or long-term medical condition (which can include depression or anxiety) we are required, unless you advise us otherwise by signing below, to notify the University's Disabilities and Dyslexia Service (DDS). The DDS will, in turn, contact you directly to discuss your eligibility for support.

If you do not wish the University's Disabilities and Dyslexia Service to be notified, please sign below:

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

For further information see: <https://intranet.londonmet.ac.uk/studentsservices/dyslexia-disabilities>

Or email: [dds.studentsservices@londonmet.ac.uk](mailto:dds.studentsservices@londonmet.ac.uk)

**APPEAL DECLARATION AND SIGNATURE:**

I confirm that I have read and understood the Explanatory Notes attached to this form and also the Appeal information and guidance provided on the Londonmet website ([www.londonmet.ac.uk/appeals](http://www.londonmet.ac.uk/appeals)), including the relevant Academic Regulations.

I declare that the information given above is a true statement of my ground(s) for appeal. I understand that submission of fraudulent claims and or evidence may lead the University to take action under its disciplinary procedures.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**SUBMITTING THIS APPEAL FORM**

This form should be delivered **by hand** to an Undergraduate or Postgraduate Office or, if submitting **by post**, to: **The Student Casework Office, Room T2-06, London Metropolitan University, 166-220 Holloway Road, London, N7 8DB**, to **arrive** by **5.00pm on Thursday 15 March 2012**.

The University does not accept any responsibility for the receipt or late delivery of appeals submitted by post. If you need to contact us directly please email: [casework@londonmet.ac.uk](mailto:casework@londonmet.ac.uk)

## Notes on making an Appeal on grounds of Procedural Defect

Before completing the form you must carefully read the:

- Notes below;
- Appeal information and guidance available at: [www.londonmet.ac.uk/appeals](http://www.londonmet.ac.uk/appeals);

1. You should use this form to make an appeal, where you believe that there was an error or omission in the assessment of your work, which had a significant impact on you.
2. If you believe that a **computational error** has occurred (i.e. that your grade has been calculated incorrectly) or that you have not received a mark for an item of coursework you submitted / an exam you attended, you should first submit a Module Query Form (MQF – available at: [www.londonmet.ac.uk/registry](http://www.londonmet.ac.uk/registry)) within ten working days of publication of the result concerned. If you have done so and have not received a response within twenty working days, you may then submit a Procedural Defect appeal with a copy of your MQF attached.
3. You must provide appropriate evidence in respect of the error claimed. Appeals submitted without evidence will be deemed invalid.
4. Any document submitted as evidence should be the original or a photocopy which has been authorised by a University office; where appropriate, approved translations of documents will also be required
5. The details provided in this Form will be treated in confidence. Access will only normally be given to the Academic Registrar, the Student Casework Office and if necessary, the Assessment Board.
6. You should keep photocopies of your completed Appeal form and all supporting evidence.
7. Appeals received after the deadline will be deemed invalid unless evidence of good reason is provided for any period of delay.
8. **AN APPEAL MADE IN RESPECT OF AN ACADEMIC JUDGEMENT SHALL BE DEEMED INVALID**
9. Appeal decisions are based on whether or not a student has successfully demonstrated how and why, the grounds of appeal cited are applicable to their particular situation. It is essential that you provide a clear and concise explanation, supported by relevant, independent, corroboratory evidence in respect of the procedural defect concerned and the severity of its impact.
10. **For an appeal to be valid it must:**
  - Be made in writing on the appropriate Appeal Form;
  - State the title and code of the module(s), the component(s) affected and specify the assessment period and academic year in respect of which the appeal is being made;
  - Include all appropriate, supporting independent evidence.
  - Be dated and bear the full name, student number and signature of the student;
  - Be submitted **in person to an Undergraduate/Postgraduate Office**. Appeals submitted by post must be sent **directly to the Student Casework Office**: the University cannot accept any responsibility for the receipt or late delivery of any such appeal.
11. The Procedures for Appeal (against decisions of Assessment Boards/Termination of Student Status) form Section 10.4 of the University's Academic Regulations 2011/12, which can be accessed at: [www.londonmet.ac.uk/academic-regulations](http://www.londonmet.ac.uk/academic-regulations)

For further information on:	Web page:	Email:
Mitigating circumstances (criteria, notes of guidance etc.)	<a href="http://www.londonmet.ac.uk/mitigation">www.londonmet.ac.uk/mitigation</a>	mitigation@londonmet.ac.uk
Appeals	<a href="http://www.londonmet.ac.uk/appeals">www.londonmet.ac.uk/appeals</a>	casework@londonmet.ac.uk

**Students requiring additional advice or assistance prior to submitting an appeal should refer to the relevant contacts, as listed below:**

For clarification of the Procedures for the submission of Appeals against decisions of Assessment Boards	Please email the Student Casework Office at: <a href="mailto:casework@londonmet.ac.uk">casework@londonmet.ac.uk</a>
For advice on your programme of studies	Please contact your Undergraduate/Postgraduate Office
For advice or assistance in completing your appeal application	Please email Student Services' Advice, Information and Funding Service at: <a href="mailto:advocacy.su@londonmet.ac.uk">advocacy.su@londonmet.ac.uk</a>
For advice and support relating to confidential matters	Please contact the Counselling Service at: <a href="mailto:counselling.studentservices@londonmet.ac.uk">counselling.studentservices@londonmet.ac.uk</a>