**Stage 1 Academic Appeal Guidance**

To be submitted within 21 days of the date of publication of the result or decision against which you are appealing. Please note that we can only accept a Stage 2 Academic Appeal form which is signed by the student who is appealing and/or where it has been submitted via their King’s College London email account.

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| Important Information |
| It is essential that you consult the [T44 Academic Appeals for Students on Taught Programmes Regulation](https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/assets-19-20/t44.pdf) before completing this form, as it contains important information about how the College will handle your appeal and the relevant timescales. There are 2 stages under the Procedure; this form should be used for making a Stage 1 appeal and should be submitted to the Student Conduct & Appeals. Please submit this form and your accompanying evidence via email to us at [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk)  An appeal can only be made against a published decision of an Assessment Board. Requests which are based upon a challenged to the academic judgment embodied in the decision of the examiners are not permitted.  Under no circumstances will examination marks be raised, Assessment Boards are bound by the College regulations and are, therefore, limited in their powers to modify and amend decisions. If you believe there has been an error with your mark, you may request a clerical check of your result with the administrative office relevant to your programme of study. If your appeal is granted, the Assessment Board may offer a replacement or a resit. The Board may determine that it is appropriate to apply a decision to assessment results other than those listed by you, i.e. if the evidence provided covers other assessments.  Please note that where an appeal contains elements of a complaint, and (in the opinion of the Head of Student Conduct & Appeals) requires an investigation; the matter shall be referred for consideration under the G31 Student Complaints Regulation, and consideration of the appeal may be paused until the complaints process is complete. In this instance, the outcome of your appeal may be delayed. |

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| Sources of Advice and Guidance |
| KCLSU Advice  Website: [kclsu.org/advice](https://www.kclsu.org/advice/) Contact Form: [kclsu.org/adviceform](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.kclsu.org%2Fadviceform%2F&data=01%7C01%7Ckate.harvey%40kcl.ac.uk%7Cde63bbb83c4e4133061a08d5d06dc680%7C8370cf1416f34c16b83c724071654356%7C0&sdata=nxLqkvZsu5SQ%2FTCYy80znpL878A8%2BsBXiTiWcFhng2g%3D&reserved=0) Telephone: 020 7848 1588  KCLSU Advice provides free, independent and confidential advice and support with the appeals procedure, including discussing circumstances, completing forms, and assisting with understanding the process  Student Conduct & Appeals  Webpage: [kcl.ac.uk/appeals](http://www.kcl.ac.uk/appeals) Email: [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk) Telephone: 020 7848 3989  SCA provides advice on matters concerning university regulations  Student Services  Webpage: [self-service.kcl.ac.uk](https://self-service.kcl.ac.uk/) Telephone: 0207 848 1234  Student Services provide access to the Disability Support Service, the Counselling & Mental Health Service, Fees, Funding and Money Advice, International Student Support and Housing & Accommodation Support as well as other services.  Guidance on harassment, bullying and discrimination  Webpage: [kcl.ac.uk/hr/diversity/dignity-at-kings/student-guidance/faqs](https://www.kcl.ac.uk/hr/diversity/dignity-at-kings/student-guidance/faqs)  University Regulations  Webpage: [kcl.ac.uk/campuslife/acservices/Academic-Regulations](https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations)  You may also wish to consider contacting your Personal Tutor or Course Representative for support. |

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**Stage 1 Academic Appeal Form**

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| 1. Your Details | |
| Full Name |  |
| Student Number (on your King’s ID card, NOT your K number) |  |
| Programme of Study |  |
| Department/Faculty |  |
| Year of Study | Undergraduate Postgraduate |
| Personal Tutor/Supervisor |  |
| Contact Address |  |
| KCL Email | @kcl.ac.uk |
| Alternative Email |  |

If you have supplied contact information which is different to the details currently held by the College please update your Student Record as soon as possible by following this link: [http://mykcl.kcl.ac.uk](http://mykcl.kcl.ac.uk/)

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| 1. Your Appeal |
| Please indicate which of the criteria your appeal is based on.  **Regulation T44.12(a)**  There is evidence that your assessment(s) may have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to make known before the original decision was reached.  *If appealing under this ground, please ensure that you have provided all of the following: -*  *-New information which the Board has not previously considered;*  *-A reason and evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted; and*  *-A reason and evidence to explain why you were unable, or for valid reasons unwilling, to submit this information before the Board reached its original decision.*  and/or  **Regulation T44.12(b)**  There is clear evidence that assessment(s) may have been adversely affected by a significant administrative error on the part of the College or in the conduct of the assessment.  *If appealing under this ground, please ensure that you have provided all of the following: -*   * *Clear evidence of a significant administrative error on the part of the College, or in the conduct of an examination or assessment; and* * *A reason and evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted.* |

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| 1. Affected Modules |
| Date of publication of results:  Please indicate below which modules your appeal relates to.   |  |  |  |  | | --- | --- | --- | --- | | Module Code | Module Title | Attempt Number | Result Achieved | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| 1. Your Appeal |
| Please set out the main points of your appeal. If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name and student number. |

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| 1. Supporting Evidence |
| If you are submitting documentation with your appeal, please list below each piece of documentation you have attached to this form. If you are referring to publications or legislation, please include the specific sections, rather than attaching the entire document. Please note that submitting significant documentation may result in the Assessment Board requiring extra time to consider your appeal. |

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| 1. Informing the Assessment Board |
| Did you submit a Mitigating Circumstances Form (‘MCF’) in relation to this result/these results?  Yes  No  If ‘Yes’, what date do you submit the MCF?  If ‘Yes’, was your MCF accepted?  Yes  No  If ‘No’, please give your reasons below. If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name and student number |

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| 1. Declaration |
| I have read and understood the College’s T44 Academic Appeals for Students on Taught Programmes Regulation.  All information and documentation provided in/with this form is complete and represents an accurate and true reflection of the situation that led to my appeal. I understand that the submission of a falsified claim or documentation constitutes an offence under the G27 Misconduct Regulation and/or the G29 Fitness for Registration and Fitness to Practise Regulation.  I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration, including members of my Assessment Board and those set out in the T44 Academic Appeals for Students on Taught Programmes Regulation.  I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the College to the extent necessary for the consideration of my appeal.  I give permission for the College to seek verification of the authenticity of any statements or evidence provided with this appeal.  If I choose to share this appeal/issues relating to this case in the media or on social media, I agree that I waive my rights to this information being kept confidential in so far as the College reserves the right to respond in an appropriate manner with due care and attention to any allegations which I make  Student signature:  Date: |

**TO BE COMPLETED BY THE RELEVANT ASSESSMENT BOARD**

For guidance on completing this form, please refer to ‘Guidance for Assessment Boards’ available on Governance Zone or upon request from the Student Conduct & Appeals

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| 1. T44.12(a) Appeals |
| Is the Board satisfied that the student has submitted new information which the Board had not previously considered?  Yes  No  Is the Board satisfied that the student’s performance may have been adversely affected by factors evidenced in the information submitted?  Yes  No  Is the Board satisfied that the student was unable, or for valid reasons unwilling, to make known this information before the original decision was reached (i.e. by submitting an MCF, or through another method)?  Yes  No  Should the original decision be reviewed?  Yes  No  *Normally, only where the Board has answered ‘Yes’ to all of the above questions, should it progress to review the original decision.*  Is the Board satisfied that the information submitted is true?  Yes  No  Is the Board satisfied that the information submitted constitutes good cause?  Yes  No  Is the Board satisfied that the student’s performance was adversely affected by the factors evidenced in the information submitted, such that the mitigating circumstances would have had a significant and adverse impact on the student’s performance in the assessment, or would have prevented the student from participating in the assessment?  Yes  No  Should the original decision be modified?  Yes  No |

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| 1. T44.12(b) Appeals |
| Is the Board satisfied that there is clear evidence of a significant administrative error on the part of the College or in the conduct of the assessment?  Yes  No  Is the Board satisfied that the student’s performance may have been adversely affected by factors evidenced in the information submitted?  Yes  No  Should the original decision be reviewed?  Yes  No  *Normally, only where the Board has answered ‘Yes’ to all of the above questions, should it progress to review the original decision.*  Is the Board satisfied that the information submitted is true?  Yes  No  Is the Board satisfied that the information submitted constitutes good cause?  Yes  No  Is the Board satisfied that the significant administrative error was sufficiently substantive and serious enough to have been the principal cause of the student’s performance and had it not been for its existence, the student’s result or the Board’s original decision would have been different?  Yes  No  Should the original decision be modified?  Yes  No |

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| 1. Verification |
| Assessment Sub-Board Name:  Assessment Sub-Board Chair Signature:  Date:  Full Sub-Board  Exec Sub-Board  Chair’s Action  Faculty Assessment Board Chair Name:  Faculty Assessment Board Chair Signature:  Date:  Full Faculty Board  Exec Faculty Board  Chair’s Action |

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| 1. Reasoning |
| Please provide a clear explanation of the Board’s decision (giving consideration to Regulation T44.12) and any further action to be taken by the student. Please note that the text provided here will be sent to the student without modification. |

**TO BE COMPLETED BY BOARDS & AWARDS**

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| 1. Revocation (if Appeal upheld) |
| Has the student already been awarded?  Yes  No  If yes follow the revocation procedures. |