**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 [A6 Regulations for Academic Appeals](http://www.kcl.ac.uk/college/policyzone/assets/files/students/A6_Regulations_for_Academic_Appeal_201516.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 Office. 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 (with the previous attempt annulled) 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 Director of Students and Education) requires an investigation; the matter shall be referred for consideration under the B6 Student Complaints Procedure, and the appeal may be held in abeyance until the investigation of the complaint has been concluded. In this instance, the outcome of your appeal may be delayed. |

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| Sources of Advice and Guidance |
| Student Conduct & Appeals Office provides advice on matters concerning College regulations  8th Floor, James Clerk Maxwell Building, 57 Waterloo Road, London, SE1 8WA  Website: <http://www.kcl.ac.uk/appeals>  Email: [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk)  Telephone: 0207 848 3989  KCLSU Advice Service provides free, independent and confidential advice and support with the appeals procedure, including discussing circumstances, completing forms, and assisting with understanding the process  Website: <https://www.kclsu.org/advice/>  Email: [advice@kclsu.org](mailto:advice@kclsu.org)  Telephone: 0207 848 1588  The Compass, Student Advice  Website: [www.kcl.ac.uk/thecompass](http://www.kcl.ac.uk/thecompass)  Counselling Service  Website: [www.kcl.ac.uk/counselling](http://www.kcl.ac.uk/counselling)  Chaplaincy  Website: [www.kcl.ac.uk/chaplaincy](http://www.kcl.ac.uk/chaplaincy)  Disability Advisory Service  Website: [www.kcl.ac.uk/disability](http://www.kcl.ac.uk/disability)  Guidance on harassment, bullying and discrimination  Website: <http://www.kcl.ac.uk/aboutkings/governance/diversity/harassment/index.aspx>  College Regulations  Website: [www.kcl.ac.uk/regulations](http://www.kcl.ac.uk/regulations)  You may also wish to consider contacting your Personal Tutor or Student Representative for support |

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**Stage 1 Academic Appeal Form**

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| 1. Your Details | |
| Full Name |  |
| Student Number |  |
| Programme of Study |  |
| Department and 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 A6 2.5(a)**  There is evidence that your examination may have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to divulge to the Assessment Board before its 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/evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted; and* * *A reason/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 A6 2.5(b)**  There is clear evidence of a significant administrative error on the part of the College or in the conduct of the examination and that this accounted for your performance.  *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/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 documentary evidence you have submitted with this form. |

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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 A6 Regulations for Academic Appeals.  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 B3 Misconduct regulations and/or the B5 Fitness for registration and fitness to practise regulations.  I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration.  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.  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 Office

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| 1. A6 2.5(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 submit this information before the Board reached its original decision (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. A6 2.5(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 an examination or 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  External Examiner Signature:  Date:  *If the External Examiner has confirmed by email, please indicate* |

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| 1. Reasoning |
| Please provide a clear explanation of the Board’s decision (giving consideration to Regulation A6 2.19) 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. |