APPEAL OF RESULTS form

To submit an appeal of your overall result you must first have received your overall result for the Part and your progression or classification been impacted. If you believe there has been an assessment irregularity for an individual assessment mark during the year, then you may be able to utilise the request for a [review of marks process](https://www.reading.ac.uk/exams/policies-and-procedures/how-to-make-an-appeal). This request should be submitted to the School Director of Teaching and Learning for consideration.

Please complete this form to appeal your **overall result** and email it to [studentappeals@reading.ac.uk](mailto:studentappeals@reading.ac.uk) from your student email address **before the relevant deadline** as indicated below.Please note that late appeals **will not** be considered and you should carefully check the dates listed.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | Student no. |  |
| Email address |  | Part |  |
| Degree programme |  | Branch campus | Please state which: |

## Advice

If you are considering submitting an appeal against your overall result in the Final Examination or your overall result in a Part, you are advised to:

* Discuss your appeal with your School Director of Academic Tutoring or, in the case of research students, your Supervisor or School Director of Postgraduate Research and;
* Consult a [Student Advisor in Reading Students’ Union (RSU)](https://www.rusu.co.uk/advice/academic/). The RSU Advisors are professional staff with knowledge and experience of the University’s procedures. They can offer confidential and independent advice on the appeals process, help you to consider whether you have grounds for appeal, support you in the preparation of your case, and accompany you at a hearing as a ‘friend’.

## Deadline for submitting this form

Appeals of results should be submitted to the next meeting of the Senate Standing Committee on Examination Results after the student has received their result. **The below deadlines are absolute** and are not dependent on when individual results are released.

Please highlight the date you received the result that you wish to appeal:

|  |  |  |  |
| --- | --- | --- | --- |
| **Result** | **Date result is published** | **Deadline for submitting appeal form** | **Provisional date(s) of hearings** |
| Part 0, Part 1, and IFP October cohort | 03 July 2023 | 10 July 2023 **at 5PM** | 31 July and 01 August 2023 |
| Part 2 | 04 July 2023 | 11 July 2023 **at 5PM** | 31 July and 01 August 2023 |
| UG and PG Finals - classifications and marks | 07 July 2023 | 14 July 2023 **at 5PM** | 31 July and 01 August 2023 |
| Part 2 BA Primary Education BA CDL Finals and PGCE  NUIST Parts 0, 1 & 2 | 18 July 2023 | 25 July 2023 **at 5PM** | 08 and 09 August 2023 |
| UoRM IFP September cohort | 26 July 2023 | 02 August 2023 **at 5PM** | 25 August 2023 |
| IFP January cohort | 03 August 2023 | 10 August 2023 **at 5PM** | 25 August 2023 |
| UoRM IFP resits Sept cohort | 30 August 2023 | 06 September 2023 **at 5PM** | 05 and 06 October 2023 |
| IFP resits | 06 September 2023 | 13 September 2023 **at 5PM** | 05 and 06 October 2023 |
| Resits (non-finalists inc. IoE, UoRM (except Part 0), BIT and NUIST | 14 September 2023 | 21 September 2023 **at 5PM** | 05 and 06 October 2023 |
| Masters and resit Finalists (inc. UoRM, NUIST and BIT) | 09 November 2023 | 16 November 2023 **at 5PM** | 04 and 05 December 2023 |
| ICMA MSc Programmes & FT MBA | 08 December 2023 | 15 December 2023 **at 5PM** | 17 and 18 January 2024 |

## Appeals outside of these dates will not normally be considered, with the exception of Postgraduate Research (PhD) Students who have 14 calendar days from notification of their result, in order to submit an appeal of results. For further information, please contact [studentappeals@reading.ac.uk](mailto:studentappeals@reading.ac.uk)

Late appeals (if applicable)

If you are submitting your form after the relevant deadline, the merits of your appeal will only be considered if you provide **evidence** of an insurmountable reason why your appeal was not submitted on time. **The only insurmountable reasons considered for lateness are hospitalisation, incarceration or equivalent incapacitation.** The individual release dates of results will not be considered as reason for lateness. Any late appeals that are accepted under the strict grounds listed, are not likely to be heard in advance of any resit period.

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| **Please use this space to explain why you have submitted your appeal of result form late and ensure you include the relevant evidence alongside your appeal:** |
|  |

## Grounds for submitting appeals of results

**Appeals of results shall not be considered on the ground of academic judgement.** Your appeal will only be considered based on one or more of the following grounds, please tick/highlight the grounds which you believe to be relevant:

**There has been a procedural irregularity**

**There has been a procedural bias**

**There has been a material defect in the delivery of teaching and learning which has had a significant impact on my result**

If you only wish to appeal on grounds of extenuation you must submit an Extenuating Circumstances Form (ECF) via <http://www.reading.ac.uk/internal/exams/student/exa-circumstances.aspx>. If you have already submitted an ECF appeal, this has been considered and you have received a Completion of Procedures (CoP) letter you are not permitted to submit a further appeal regarding this matter. You may, however, refer to your extenuating circumstances in this appeal if they relate to one or more of the grounds for which you are submitting an appeal.

## Evidence to support my appeal of result

All supporting evidence submitted must be in English (or a professional English translation provided).

The University recognises that it may be difficult for students to submit all of their evidence before the deadline for the submission of this form. **The form must be submitted on time** and as much evidence as possible submitted at the time of the appeal being made. Due to the tight timeframe in place for considering appeals of results, your appeal may be considered at Stage 1 of the process without any intended additional evidence if this cannot be provided before the Stage 1 meeting, however at Stage 1 Review there is a further opportunity to provide evidence.

**Please give details of the assessment(s) you claim are affected, the module(s) to which these relate and the dates of all relevant events. (Add more rows if necessary).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Date of Assessment** | **Explanation of how this was affected** |
|  |  |  |  |
|  |  |  |  |

## Statement of appeal

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| --- | --- |
| **In this section, please outline the key points of your appeal and what outcome you are seeking.It is the students responsibility to make and evidence their case and as such you are advised to make this section as detailed as possible, and to refer to the grounds on which you are submitting the appeal.** This section may be submitted as an attachment to this form. | |
|  | |
| **Outcome being sought:** |  |

## Reasonable adjustments

If you require any reasonable adjustments to attend and/or participate fully in the process please email [studentappeals@reading.ac.uk](mailto:studentappeals@reading.ac.uk) as appropriate.

## Declaration

**I confirm that I have read and understood the procedures for considering appeals of results**

**I confirm that I have been made aware that advice is available from the Advice Service in Reading Students’ Union**

**I do/do not (delete as appropriate) wish for the relevant advisor to be copied into the correspondence regarding my appeal. If yes, please give the name of your advisor: \_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and to the staff of the University who have responsibility for appeals. I also understand that this appeal claim will be kept on my University record and may be referred to at any subsequent Examiners’ meetings.** | | | |
| **Student signature:** |  | Date: |  |