

GUIDE TO THE PROCEDURES FOR CONSIDERING APPEALS OF RESULTS

SUMMARY

A student may appeal a result of a part of a programme including the results of programme fail and not qualified, or a final classification. Appeals are heard by the Senate Standing Committee on Examination Results.

GROUND FOR APPEAL

An appeal of a result shall only be considered on one or more of the following grounds:

1. If there has been a procedural irregularity;
2. If there has been bias;
3. If there has been a material defect in the delivery of teaching and learning which has had a significant impact on the result;

A student may only submit an appeal for the following two grounds if it is in conjunction with grounds 1, 2 and/or 3. If it is an appeal based solely upon extenuating circumstances a student must utilise the Policy and procedures relating to extenuating circumstances. This can be found on the following:

<http://www.reading.ac.uk/internal/exams/student/exa-circumstances.aspx>

4. If the student has an insurmountable reason for not having submitted an Extenuating Circumstances Form before the relevant deadline. Examples of this include hospitalisation, incarceration, mental health issues supported by appropriate medical evidence, or an equivalent incapacity;
5. If the student wishes to appeal against the outcome of their Extenuating Circumstances Form submitted to the Programme Examiners Meeting or the Faculty Special Cases Sub-Committee.

An appeal of a result shall not be considered on the ground of academic judgement. In other words, students may not appeal simply because they believe that they deserve a higher result or wish to be given another opportunity.

ADVICE

Students are strongly encouraged to discuss their concern which could form of the basis of an appeal of a result with their Senior Tutor, or in the case of research students, their supervisor or School Director of PGR Studies, and to seek advice from the Advice Service in Reading University Students' Union. <http://www.rusu.co.uk/advice/>
Students may also contact the Student Appeals and Complaints Officer. studentappeals@reading.ac.uk

NOTE ABOUT GRADUATION AND PROGRESSION

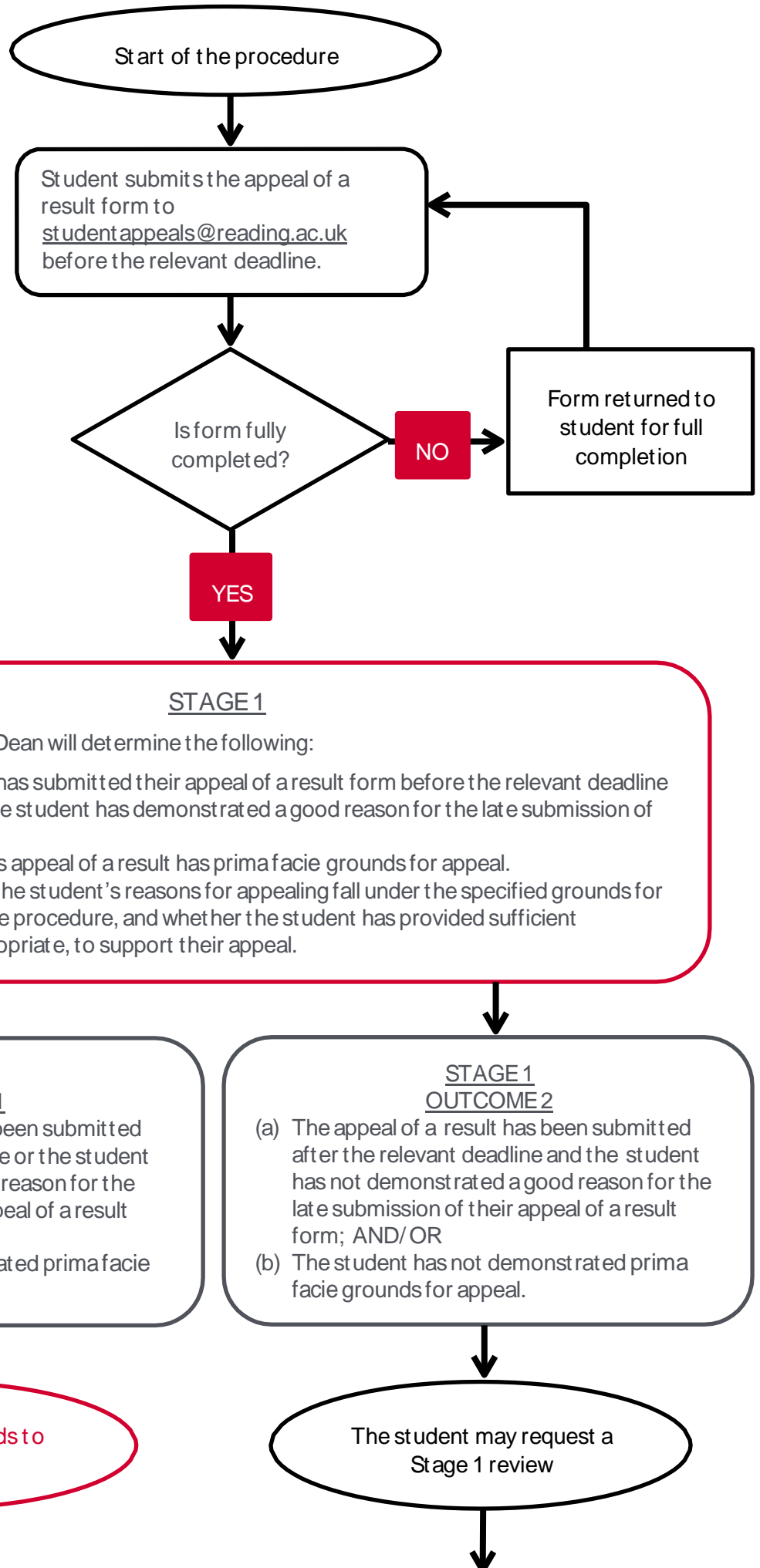
A finalist student who has submitted an appeal of a result form shall be permitted to graduate. A student who has a Pass or higher may graduate, notwithstanding their pending appeal and the lack of a final determination of their degree classification. The Student Appeal and Academic Misconduct officer will inform the Graduation Office of these students so that their certificates may with removed. Students who fall within this category would not receive their degree certificate at the ceremony but will receive a letter confirming the current position. The degree certificate would be issued following the resolution of their appeal. A student who has submitted an appeal of a result form is currently ineligible to proceed to the next part of their programme and shall not be permitted to proceed until they have fulfilled the relevant progression requirements.

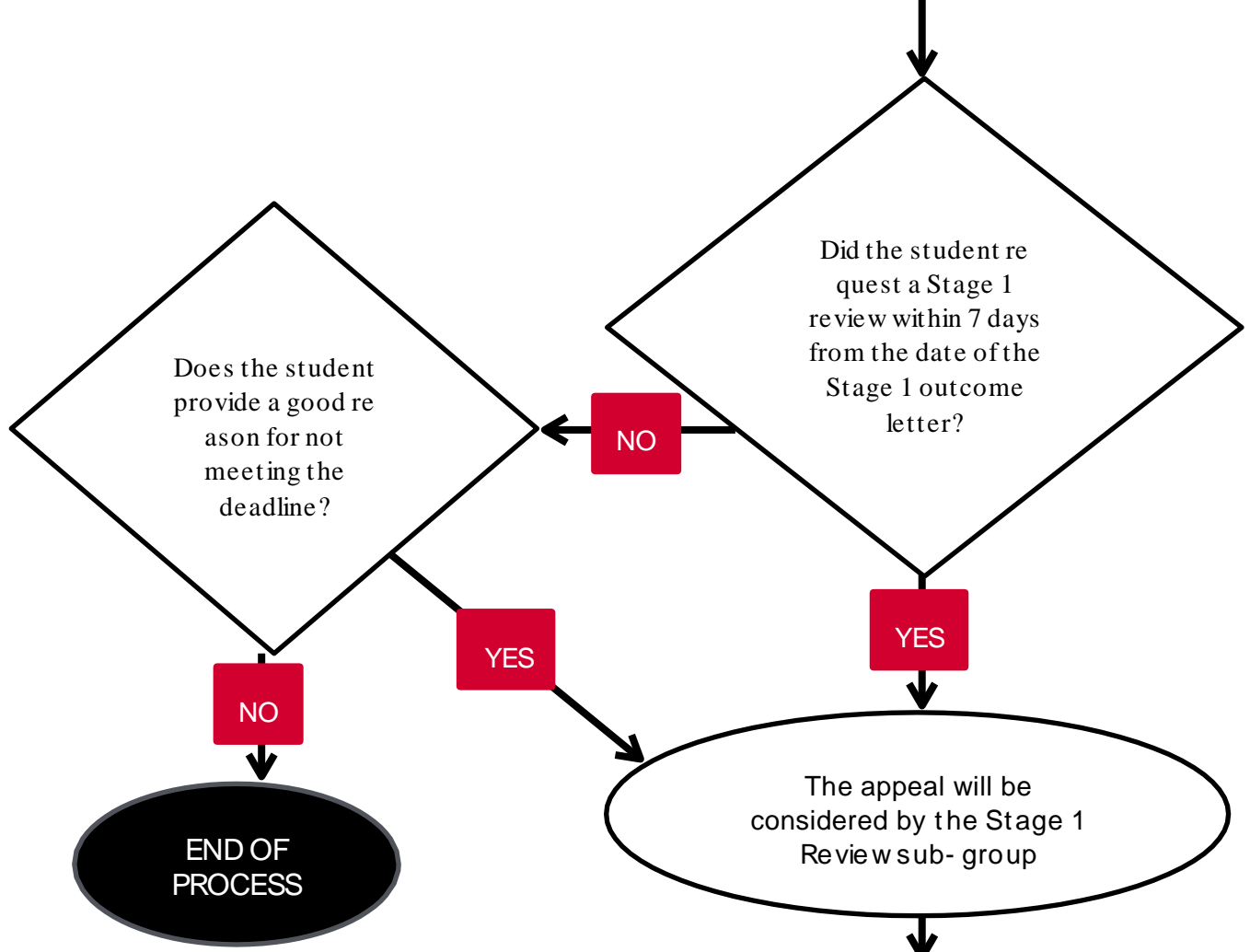
HOW TO SUBMIT AN APPEAL OF A RESULT

To submit an appeal of a result, students are required to send a completed [appeal of a result form](#) by post to the Students Appeals and Academic Misconduct Officer, 321 Whiteknights House, University of Reading, RG6 6AH or by email to studentappeals@reading.ac.uk or **before the relevant deadline**.

The relevant deadline is the published deadline for submitting the appeal of a result form to the next meeting of the Senate Standing Committee on Examinations Results after the student has received the result in which they wish to appeal. The deadlines are published on the Examinations Office website and are on the appeal of a result form.

FLOW CHART OF THE PROCEDURE





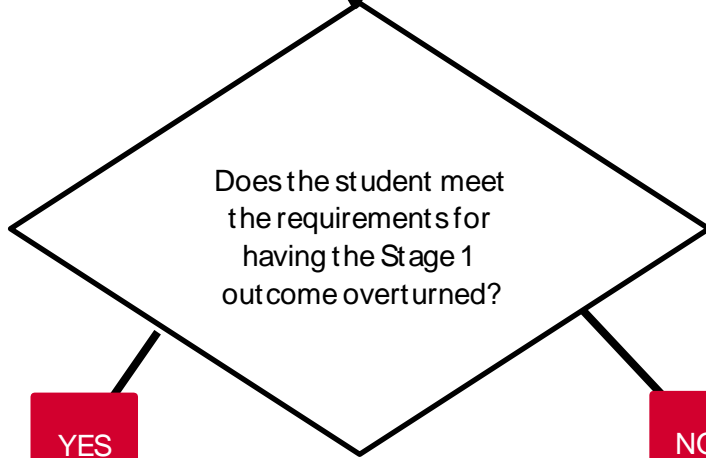
STAGE 1 REVIEW

The Stage 1 Review sub-group will review the following:

- (a) The Teaching and Learning Dean's decision that the student has not demonstrated a good reason for the late submission of the appeal of a result AND/OR
- (b) The Teaching and Learning Dean's decision that the appeal of a result does not demonstrate prima facie grounds upon which an appeal may be made;

STAGE 1 REVIEW

- If the Teaching and Learning Dean decided that the appeal was submitted after the relevant deadline without good reason AND the student has not demonstrated prima facie grounds for appeal, this outcome shall be overturned if the sub-group decide that the student has demonstrated a good reason for the late submission of their appeal of a result form AND the student has demonstrated prima facie grounds for appeal.
- If the student submitted their appeal of a result form before the relevant deadline, but the Teaching and Learning Dean decided that the student has not demonstrated prima facie grounds for appeal, this outcome shall be overturned if the sub-group decide that the student has demonstrated prima facie grounds for appeal.
- If the student submitted their appeal of a result form after the relevant deadline but the Teaching and Learning Dean determined that the appeal has prima facie grounds for appeal, the appeal shall proceed to Stage 2 if the sub-group decide that the student has demonstrated a good reason for the late submission of their appeal of a result form. In this instance, the sub-group shall not decide that the appeal does not have prima facie grounds.



Does the student meet the requirements for having the Stage 1 outcome overturned?

YES

NO

The appeal proceeds to Stage 2

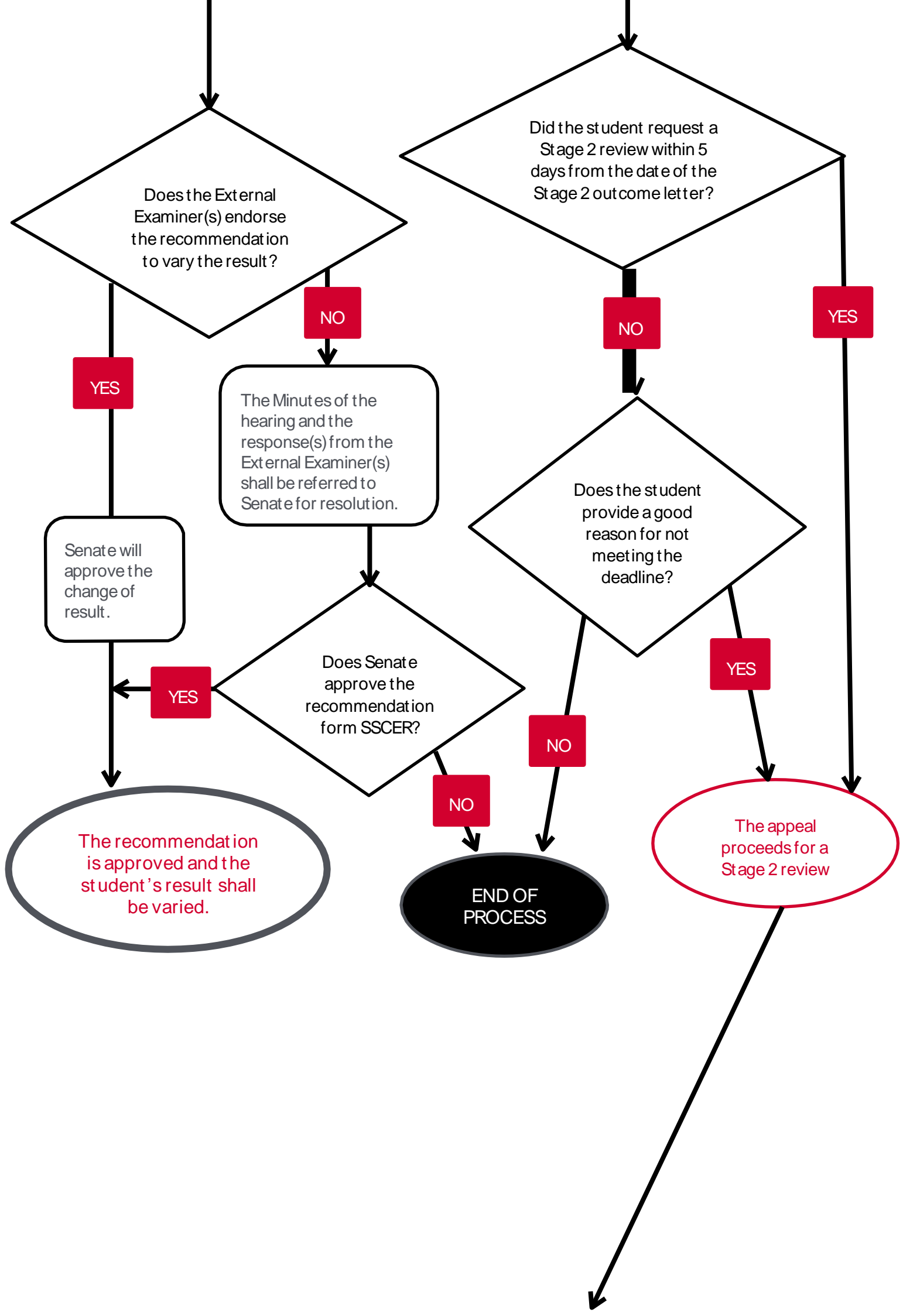
END OF PROCESS

STAGE 2
The student is invited to attend a hearing at the Senate Standing Committee on Examination Results. The student's appeal of result form is sent to the student's Head of School. The Head of School or their representative shall provide a written response which shall be sent to the student in advance of the hearing

STAGE 2 OUTCOME 1
The Senate Standing Committee on Examination Results upholds the appeal and issues a recommendation to vary the result. The recommendation must be endorsed by an External Examiners(s) and reported to Senate.

STAGE 2 OUTCOME 2
The Senate Standing Committee on Examination Results does not uphold the appeal and the student's result will stand.

The student may request a Stage 2 review



STAGE 2 REVIEW

The Stage 2 review will not consider issues afresh or conduct further investigation. The student is only permitted to request a review of the Stage 2 outcome under one or more of the following grounds:

- (a) If there has been a procedural irregularity in the process;
- (b) If the decision was manifestly perverse;
- (c) If the student provides any new material evidence which the student was unable to provide for valid reasons earlier in the process.

STAGE 2 REVIEW
OUTCOME 1

Upon review of the appeal, the Pro- Vice-Chancellor decides:

- (i) There has been procedural irregularity; AND/OR
- (ii) The decision was manifestly perverse; AND/OR
- (iii) The student provides any new material evidence which the student was unable to provide for valid reasons earlier in the process.

The appeal shall be re- heard at the Senate Standing Committee on Examination Results with panel members who have not had any previous involvement in the appeal.

STAGE 2 REVIEW
OUTCOME 2

Upon review of the appeal, the Pro- Vice-Chancellor decides:

- (i) There was no procedural irregularity; AND
- (ii) The decision was not manifestly perverse; AND
- (iii) The student has not provided any valid reason for not providing any new material earlier in the process.

END OF
PROCESS