

CONFIDENTIAL

APPEAL FORM AGAINST AN ASSESSMENT BOARD'S DECISION

Important: Before making an appeal, please read the CHE Appeals policy and deadlines for submission of your appeal at <http://uk.chehomeopathy.com>

Important notes - also:

The completion and submission of this form initiates the formal Academic Appeals Procedure. Before submitting a formal appeal, you should discuss the matter with your Academic support officer, Module tutor, Supervisor, Programme director or other appropriate person in the College to understand better the reason for the result or decision against which you wish to appeal and to seek to resolve the matter informally. If the matter remains unresolved, you may invoke the formal appeals procedure.

If you have a complaint concerning the management or organisation of the module or programme, or about an aspect of teaching, supervision or guidance during your studies, please refer to the Complaint Procedure <http://uk.chehomeopathy.com> before submitting an appeal.

PLEASE TYPE OR WRITE CLEARLY IN DARK INK

Your Personal Details:

Surname/Family name	
First name	
Student Number	
Your mode of study (part time or full time)	
Email address (all correspondence will be by email)	Please inform the administrator of your course of any change during the appeal process

Your Appeal:

	Grade awarded	Module Leader
Module(s) you are appealing against		
And/or the Classification of award you are appealing against (eg, 2.2, 3rd class)		
Date result was published		

Please state the decision against which you are appealing

Read the Notes for guidance and put an X in one or more boxes:

Reminder - an appeal which questions the academic judgment of those charged with the responsibility for assessing a student's academic performance of professional competence will not be permitted. This means that you may not challenge marks or grades awarded unless you believe that they may have been affected by factors listed below.

Why are you appealing?		
<ul style="list-style-type: none"> • My ability in the assessments was affected by extenuating circumstances 		
<ul style="list-style-type: none"> • There was an administrative error in the management of the assessment 		
<ul style="list-style-type: none"> • The assessment was not run in accordance with the programme regulations 		
<ul style="list-style-type: none"> • The Assessment Board did not properly consider circumstances relating to the delivery of the module which adversely affected my assessment performance 		

<ul style="list-style-type: none"> • There was some other irregularity, which affected my academic ability. Please give details here (continue on a separate sheet if necessary) 		
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Read the Notes for guidance and put an X in one or more boxes:

What outcome/s are you seeking from your appeal?		
<ul style="list-style-type: none"> • Classification of degree reconsidered 		
<ul style="list-style-type: none"> • Work to be remarked 		
<ul style="list-style-type: none"> • Grade of module raised 		
<ul style="list-style-type: none"> • Compensation of the module (can only be if a <u>reassessment</u> is graded 17 or 18) 		
<ul style="list-style-type: none"> • A retrospective deferral of the assessments and/or An exceptional further attempt of the assessment/s 		

<ul style="list-style-type: none"> To retake (with full attendance and fee) the whole module 		
<ul style="list-style-type: none"> To be reinstated on the original award programme of study 		
<ul style="list-style-type: none"> To be allowed reassessment where attendance has not met the required minimum 		
<ul style="list-style-type: none"> A penalty for academic misconduct is reviewed 		
<ul style="list-style-type: none"> Other outcome (please specify in your attached Statement) 		

List here the documents you are including as evidence to support your appeal statement:

Please put an X in each box and then sign the Declaration:

<ul style="list-style-type: none"> I have read the relevant sections of Appeals Procedure (web link) 	
<ul style="list-style-type: none"> I understand that the information given in my Statement of appeal will be treated as the <u>definitive</u> statement of my case and that any information given later could be disregarded 	

<ul style="list-style-type: none">• I am submitting<ul style="list-style-type: none">○ This form○ A statement of my appeal○ Relevant evidence to support my statement	
<p>Please outline any steps that you have already taken to address the issues raised in your appeal informally within the College. Please include the names of staff with whom you have been in contact and attach any correspondence that you have had with them. If you have not contacted the College informally please provide the reason why.</p> <p>Declaration: I declare that the information given in this form is true. I have consulted the CHE Academic Appeals policy.</p> <p>My signature:</p>	
<p>Today's date:</p>	

Send this form, with your statement and relevant evidence to lwillis@chehomeopathy.com Or by post to CHE Administration, 4 Bloomsbury Square, London, WC1A 2RP

Note: In order to consider your academic appeal fully, the CHE will need to disclose the appeal to members of staff whose input may be required.

