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| **HE16A** | **Academic Appeals Form** |  |
| Students should use this form when seeking to make an appeal a decision of an exam board, the assessment process, maladministration, or an academic misconduct decision.  Students seeking to request decisions outside of regulations should use form HE16B.  Before completing this form you are advised to read the HE16 Academic Appeals Policy, available on the [website](https://tecpartnership.com/assets/uploads/2023/03/HE16-Academic-Appeals-and-SCR-v3-NTC.pdf).  **When submitting by please ensure that you attach any documentary evidence. Where pictures or scanned images of documents are submitted you may be asked to provide sight of the original documents in order to verify their authenticity. You should complete all relevant sections as any omissions may result in a delay with your application being processed.** | | |

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| **Section 1 Personal Details** | |
| Name: |  |
| Date of Birth: |  |
| Student Number:  This will be on your student card |  |
| Address for Correspondence: |  |
| Telephone Number:  Please provide the best number to contact you on |  |
| Email Address: |  |

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| **Section 2 Programme Information** | | | |
| Programme of Study:  e.g. BA Business Management |  | | |
| Year of Study: 1,2,3 |  | Level: 4,5,6 |  |

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| **Section 3 Assessment Review Information** | | |
| **Date of publication of results.**  It is important that this information is provided | | |
| What were the examinations or assessments which were affected?  You should include details of all examinations or assessments that you are applying for. | | |
| **Module Title** | **Form of Assessment**  (e.g. Examination, Presentation, Report etc) | **Submission/Examination Date** |
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| If submitting for this, you are aware that academic judgment cannot be questioned. Instead, the investigation will confirm that assessment procedures have been followed. | | |

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| **Section 4 Grounds for Appeal** | |
| **Please indicate whether you are applying on grounds of maladministration, assessment process, breach of regulations or an academic misconduct appeal by ticking the appropriate box(es).**  It is important that you provide as much information as possible. If you wish to submit this information in typed format on a separate sheet, please ensure that you answer each of the questions. | |
| **Appeal Reason** | **Tick** |
| **Maladministration** |  |
| I wish to make an application on the grounds that, based on evidence produced by myself or another person, my performance in an examination (or other assessment) was adversely affected by a material administrative error contributable to the Institute or to an agent acting on behalf of the Institute **(Maladministration).**  **Please state the nature of the material administrative error and your evidence to support this?**  **What documents are included?** | |
| **Assessment Process and Academic Judgement** |  |
| I wish to make an application on the grounds that my academic achievement or progression was affected by a defect in the assessment process which has impacted on my progression or achievement. **(Assessment Process and Academic Judgement)**  **How did your assessment not comply with regulation(s) and what evidence/argument do you have to support this?**  **What documents are included?** | |
| **Regulation Decisions including Exam Boards** |  |
| I wish to make an application on the grounds that my performance was adversely affected because an examination (or other assessment) was not conducted in accordance with the current published TEC Partnership or Awarding Body regulations or the regulations for the academic programme **(Breach of Regulations).**  **Which of the TEC Partnership/Awarding Body published regulations are relevant to your case?**  Please give the title of the document and indicate the appropriate paragraphs or page numbers.  (You should note that all course documents are freely available for students to read on the Institute’s website)  **How did your assessment not comply with regulation(s) and what evidence/argument do you have to support this?**  **What documents are included?** | |
| **Academic Misconduct Appeal** |  |
| I wish to make an application on the grounds that my progression/achievement has been affected by an academic misconduct outcome that I don’t agree with/I believe the regulations for academic misconduct have not been applied correctly. **(Academic Misconduct Appeal)**  **How did the Academic Misconduct Panel not apply the regulations correctly and what evidence/arguments do you have to support this?**  **Is there any new evidence that you wish to supply regarding your academic misconduct case?**  **What documents are included?** | |
| **Mitigating Circumstances Appeal** |  |
| I wish to make an application on the grounds that my progression/achievement has been affected by a mitigating circumstances outcome that I don’t agree with/I believe the regulations for mitigating circumstances have not been applied correctly. **(Mitigating Circumstances Appeal)**  **How did the Mitigating Circumstances not apply the regulations correctly and what evidence/arguments do you have to support this?**  **Is there any new evidence that you wish to supply regarding your mitigating circumstances case?**  **What documents are included?** | |

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| **8.Your Preferred Outcome** |
| Please indicate below what outcome you would like to see as a result of your application, which will be forwarded to the Appeals Officer or Appeals Committee for consideration. |
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| **9. Declaration** | |
| I declare that the information provided on this form and accompanying documentation is correct to the best of my knowledge.  I give consent that information contained in my application can be disclosed to those parties involved in my case. I also understand that anonymised data from this application will be used for statistical reports of the Institute and all information provided in this form and accompanying documentation will be used in compliance with the Data Protection Act 2018. I confirm that I have read HE16 Academic Appeals. | |
| **Signed:** |  |
| **Dated:** |  |
| **You must return this form and evidence to:**  **HE Quality Office**  **TEC Partnership**  **Nuns Corner**  **Grimsby, DN34 5BQ**  **or by email to:**  **HEQA@tecpartnership.ac.uk** | |