

A STUDENT'S GUIDE TO

ACADEMIC

APPEALS

GET IN TOUCH

0121 204 4848

advice@aston.ac.uk

10:00am - 4:00pm

DROP IN

10:30am - 12:30pm on the following days:

Monday, Wednesday & Friday

No appointment needed for drop-ins

LOCATION

Ground floor of Students' Union building



ACADEMIC APPEALS



An academic appeal is a formal request to the University to reconsider an Exam Board's decision about your marks, academic progress, or award.

I'VE RECEIVED MY RESULTS. WHAT NOW?

- If you're unhappy with your provisional results, seek detailed feedback from your School Offices/Lecturers first.
- If still dissatisfied after receiving final results on MAP, consider an appeal if there's evidence of University errors affecting your assessment or exceptional circumstances impacting your performance.

BEFORE DECIDING TO APPEAL

- Appeals are **NOT** for disagreements with expected grades or challenging academic judgement of the marker.
- **Understand there is:**
 - No automatic right to remarking
 - No acceptance of appeals based solely on dissatisfaction with marks or disagreement with the marker's judgement. A 'Fit to Sit' policy: Marks usually stand if you attended the exam, regardless of circumstances.
- Discuss any concerns with your School. If dissatisfied, check if you would meet one or more of the valid grounds of appeal.

VALID GROUNDS FOR APPEAL

For your appeal to be considered, you must demonstrate your circumstances meet **ONE** or more of the following grounds:

- a) An administrative error or material irregularity relevant to the assessments occurred.
- b) The assessment procedure and/or examinations were not conducted in accordance with approved regulations.
- c) Your performance was adversely affected by illness or other factors you couldn't submit to the Board of Examiners before their decision for valid reasons.

CONSIDER THIS

- Appeals under ground (c) may not be accepted without valid reason for not submitting an exceptional circumstances form at the time of the assessment.
- The 'Fit to Sit' policy still applies.
- The burden of proof lies with the student, and supporting evidence is usually required.

Contact us if you are unsure about meeting the grounds or the evidence required.

WHEN CAN I APPEAL?

- Your appeal must be submitted **within 14 calendar days of the Exam Board Decision being published on MAP.**
- Your School Office can advise on when results will appear on MAP.

COMPLETING THE APPEAL FORM

- Download the form from the University's appeal webpage.
- Explain with examples how you meet the grounds of appeal.
- Provide evidence to support how you meet the grounds.

WHAT EVIDENCE DO I NEED?

- Grounds (a) & (b): Proof of errors/irregularities affecting assessment (e.g. emails, documents, screenshots).
- Ground (c): evidence of exceptional circumstances and their impact on your studies (e.g. letters, emails, prescriptions) and evidence to support why you did not inform the University at the time of the assessment.

SUBMITTING THE APPEAL

- Email the completed form with evidence to sas_academicappeals@aston.ac.uk
- Include 'Academic Appeal' and your student number in email subject line.
- **Late appeals are unlikely to be considered**

WHAT NEXT?

Your appeal is reviewed by the Appeals Team to ensure it meets all requirements. If not, you'll receive a written decision.

Formal Stage 2 - Appeal Resolution

- If your appeal is deemed valid, it progresses to the Appeals Team and the Chair of the Board of Examiners for further review and decision making.

If Your Appeal is Unsuccessful

- If you're unhappy with the outcome of the formal stages, you may be able to request an Academic Appeal Outcome Review. **Please contact us to discuss your options.**

WE CAN HELP...

Please visit: aston.ac.uk/support

EXPLAIN THE APPEALS PROCESS. PROVIDE FEEDBACK ON YOUR APPEAL. ADVISE ON THE EVIDENCE REQUIRED TO SUPPORT YOUR APPEAL. AND MORE.