

Academic Appeal

Before considering making an appeal please read the Verification and Appeals Procedure in the Academic Handbook carefully: <http://www.cardiff.ac.uk/regis/sfs/regis/1011acadregs/academic-regulations-handbook-201011.html>

I received my results this morning and they are not what I was expecting – how do I appeal?

An appeal is something with clear rules and to appeal you need to have specific grounds. There are three grounds on which you can appeal. Please read the academic regulations carefully before considering making an appeal, but in brief they are as follows:

1. The mark(s) and/or result published by the University contains arithmetical or other errors of fact;
2. There were defects or irregularities in the conduct of the examinations and/or other assessments or in written instructions or advice, unknown to the Exam Board, and these had an adverse effect on your performance or evidence that the Examining Board has acted inappropriately.
3. You had extenuating circumstances, unknown to the Exam Board, which had an adverse effect on your performance. You must be able to show good reason why the extenuating circumstances were not made known to the exam board at the time you were assessed..

Appeals made under any other grounds will not be considered. You can't appeal because you feel that the result doesn't reflect the effort you have made or your ability. You can't appeal because you disagree with the value awarded to your work as this is an academic judgement.

How long do I have to submit an academic appeal?

You have 14 days from the day you receive your official results from the University to appeal. Appeals received outside of this time limit may be deemed out of time and will not be considered unless you can show good cause for the late submission. You must complete the Verification and Appeal Form and supply any independent documentary

evidence. An appeal will not be accepted in any other format. You are not permitted to submit any further evidence in support of your appeal once you have submitted the appeal.

How long will the appeal take to resolve?

As each appeal is different there are no general guidelines as to how long an appeal will take to resolve, but you will be kept up to date at each stage of the appeal. The aim of the University is to let students know the outcome of their appeal as quickly as possible. Please bear in mind that an appeal can take several months to resolve, depending on the circumstances of the appeal.

How will my appeal be considered?

The first stage of the procedure is that Student Cases, on behalf of the Director of Registry, Governance and Students, will seek verification from the Chair of the Exam Board on your results.

Student Cases will then pass your appeal and the verification to a Senior Academic to review. In light of the information provided the Senior Academic will decide whether:

to request the Exam Board to reconvene and review the case in light of the information presented

or

to refer the appeal to an Appeals Board for further consideration

or

to reject the appeal

You will be kept informed on the various stages of your appeal. For further information please refer to the academic regulations.

Who can I speak to for more advice about my appeal?

The Advice and Representation Centre of the Students' Union can provide independent and impartial advice. They will be able to provide advice on submitting your appeal, review your draft and can also represent you at an Appeals Board. The Advice and Guidance Team at the Student Support Centre is able to give you information about the process, but can not assist you with compiling the appeal.

Further information:

Student Support Centre: 029 2087 4844

Advice and Representation Centre: 029 2078 1410

Academic Registry: 029 2087 4800/9209