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| Course Assessment Board Appeal (Stage One)Taught Students Only |

**This form is intended for use by students on taught programmes of study**

Before completing this form please read [Assessment Regulation 7 in the Students’ Handbook of Regulations.](https://www.hud.ac.uk/media/policydocuments/Student-Handbook-of-Regulations.pdf#page=63)

Your responses should be word processed and be clear and concise. It is recommended that you seek help and advice on completing this form from the [Students’ Union Advice Centre.](https://www.huddersfield.su/advice)

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| Section One: General Information | | | | |
|  |  | | | |
| Surname/Family Name |  | | | |
| First Name(s) |  | | | |
| Student ID Number |  | | | |
| School | Please select | | | |
| Course |  | | | |
| Have you sought advice from the Students’ Union Advice Centre when completing this form? | | Yes | No | Prefer not to say |

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| Section Two: Appeal |

2a) Please indicate which decision made by the Course Assessment Board you wish to appeal against. For example: mark awarded, degree classification, fail and withdraw, award alternative qualification.

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2b) Please specify which assessments have been affected (including the component and module code).

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2c) Please confirm the date the assessment result/decision of the Course Assessment Board that you are appealing against was released. If your appeal is being submitted beyond the deadline (10 working days from the date that the result/decision was released), please explain why you were unable to meet the deadline and provide appropriate evidence.

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2d) Please specify what you would like the outcome of your appeal to be

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| Section Three: Grounds for Appeal |

**Please read the** [Assessment Regulation 7 in the Students’ Handbook of Regulations](https://www.hud.ac.uk/media/policydocuments/Student-Handbook-of-Regulations.pdf#page=63) **before completing this section.** Assessment Regulation 7 provides full details of the grounds upon which you can appeal. You may appeal on either or both grounds.

Please check one or both of the boxes below.

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| 3a) |  | There is evidence of a material irregularity (including administrative error), either in the course of the assessment itself, or in the proceedings of the Course Assessment Board’s decision. |
| 3b) |  | You were subject to personal extenuating circumstances at the time of the assessment, which:   1. were unforeseen and out of your control, and 2. were not made known to the Course Assessment Board via the Extenuating Circumstances panel for a demonstrated, valid reason, and 3. resulted in significantly impaired performance |

Please give full details of your case, in chronological order, in the box below. Please ensure that you include the module(s)/assessment(s) that have been affected and the date(s) on which the incident(s) occurred.

**If you are appealing on ground 3b please ensure that you include details of why you did not bring this information to the attention of the Course Assessment Board through the extenuating circumstances process.**

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| Date(s) | Module Code | Details |
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| Section Four: Evidence |

Circumstances cited in an appeal must be supported by independent documentary evidence. It is recommended that you read the [guidance notes](https://www.hud.ac.uk/media/universityofhuddersfield/content2013/services/registry/GuidanceforStudentsandHealthcareProfessionals(CABAppeals).pdf) relating to evidence prior to submitting your appeal.

This form must be accompanied by all evidence that you wish to be considered.

Please note - a medical evidence certificate alone is not sufficient for an appeal. You must provide a letter from your GP which clearly informs the University of the impact your circumstances have had on your studies and/or your ability to engage. If a medical evidence certificate alone is provided then it is likely that your appeal will not be accepted.

If you will be submitting your appeal more than 10 working days after the release of your results being released, please remember to provide evidence to demonstrate why you were unable to meet this deadline.

Please **list** below the documents that you are submitting. Please submit your evidence as a separate document(s).

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| Section Five: Summary |

**This section MUST be completed. If it is not, your appeal will not be processed.**

Please summarise the main points of your case, preferably in bullet points in no more than **200 words**. Do not refer to the rest of your form.

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| Section Six: Declaration |

Please ensure that you have completed all relevant sections of this form. Please submit your form and evidence by email, as attachments, to [CABappeals@hud.ac.uk](mailto:CABappeals@hud.ac.uk).

If you have any problems submitting your form or evidence by email please contact [CABappeals@hud.ac.uk](mailto:CABappeals@hud.ac.uk).

You will receive an automated email to confirm that your appeal has been received by Registry.

Failure to complete this form correctly and submit evidence promptly may delay the process of your appeal or may result in your appeal not being upheld.

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| Please confirm whether you are happy for the above information to be shared with your school. | Yes | No |
| Signed: | Date: | |

Please note that we are able to accept electronic signatures, and that you are not required to print sign and scan your appeal form.