

UWS UNIVERSITY OF THE WEST of SCOTLAND

STUDENT APPEAL FORM

A student can appeal a UWS School Assessment Board (SAB) or School Board of Examiners (SBE) decision on the following grounds:

Grounds for an appeal	Details
Defect in procedures	<ul style="list-style-type: none">• There is evidence that there has been a computational or administrative error in the recording or processing of their marks.• An examination or assessment related to the decision was not conducted in accordance with the University's recognised procedures.

You must be clear with the grounds you are citing as an appeal form submitted with grounds not listed above will not be passed to the Senate Appeal Committee for consideration. The following will NOT be considered grounds for an appeal against a decision of a SAB or SBE:

- A student questions the academic or professional judgement of the examiners.
- A student is disappointed with a result where marks have been accurately recorded, assessment regulations correctly followed and there is no evidence of material irregularity. (Please note that a successful appeal will not result in your assessment result being amended, e.g. changing a fail to a pass – the only outcome available is a resit or resubmission, unless there is evidence of a computational administrative error in the recording or processing of your mark).
- A 'Defer' decision of a SAB or a 'Defer Chair' decision of a SBE since this is not a final decision on progress or status.
- A student had sufficient time to complete an ECS and failed to do so.

Please note that you must submit this form within 10 working days from the notification date which informed you of the decision against which you are appealing. Please refer to Student Appeals FAQs prior to completing the form – available via <https://www.uws.ac.uk/current-students/supporting-your-studies/exams-assessment-appeals/academic-appeals-extenuating-circumstances/>

STUDENT APPEAL FORM

Appeal against a School Assessment Board (SAB) or School Board of Examiners (SBE) decision

1. Personal and Programme Details

Name	
Banner ID	
Contact Address	
Telephone number	
Email address	
Programme Title	
Year of Study	

2. Module(s) you wish to appeal

Module Code	Module Title	Type of assessment (exam, coursework, class test etc.)	Date of exam or submission date (dd/mm/yy)

3. Details of Decision you wish to appeal:

Appeal against a UWS Subject Panel (SP) or Progression & Awards Board (PAB) decision:

Date you were advised of the SAB or SBE decision.

Please provide a copy of the correspondence you received advising you of this decision.

Grounds for appealing the SAB or SBE decision:
(Please select grounds from page 1 of this form)

Reason for appealing the decision:

(If your academic performance has been adversely affected by illness or personal circumstances, please state why you did not complete an ECS).

Please note that UWS reserves the right to act on any information included in this form where it believes it is in the individual student's best interest.

Outcome sought from appeal:

Documents attached in support of your appeal:

Please note that UWS reserves the right to contact third parties to authenticate evidence as and when required.

Please confirm whether or not you plan to attend the Senate Appeal meeting and if so, provide the name and status of any representative, or witnesses who will also attend.

Submitting the Appeal Form

Once completed, this form should be submitted electronically to appeals@uws.ac.uk scanning any supporting documents or posted to UWS Appeals Team, Quality Enhancement and Standards Team (QuEST), University of the West of Scotland, Paisley Campus, Paisley PA1 2BE.