

Guidance to Students Appeals

1. The following information is intended as a general guide if you are considering making an appeal following published examination results (undergraduate and postgraduate Master's level students) or appealing a withdrawal decision (all students). If you are considering making such an appeal you should read and consider the following information carefully before proceeding.
2. All appeals should be submitted on a Student Appeal Form. There are three main types of appeal:
 - 1) Arithmetical Mark Check (undergraduate and postgraduate Master's level students only)
 - 2) Representation against decisions of a Board of Examiners (undergraduate and postgraduate Master's level students)
 - 3) Appeals against withdrawals for unsatisfactory academic progress
3. The completed Student Appeal Form, together with any supporting evidence, should be submitted to the Registry, via email to student.appeals@imperial.ac.uk. Appeals against examination results (including degree classification) should be made within one month of receiving official notification of results. Appeals against requests to withdraw due to unsatisfactory academic progress should be lodged within one month of receiving the notification to withdraw.
4. **Arithmetical mark check**
 - 4.1. You can request an arithmetical mark check if you believe that there has been an administrative error when the marks were being recorded. You are advised that, in the event of any form of administrative error being discovered it must be corrected, whether it results in the mark in question being adjusted upwards or downwards.
5. **Representation against decisions of a Board of Examiners**
 - 5.1. This information provides further guidance on the [Procedure for Consideration of Representations Concerning Decisions of Board of Examiners](#).
 - 5.2. Representations against results cannot be made on academic grounds (i.e. that the mark awarded in any given examination or question does not reflect the quality of the answer given). Nor can you appeal to be progressed to the next academic year carrying a failure with you. The College operates a system whereby at least two examiners (or by one examiner and one assessor/assistant examiner) working independently from one another mark

each script, neither of whom are aware of the student's identity. The final marks awarded are then approved by a Board of Examiners, which includes External Examiners (who are appointed from outside the College).

- 5.3. You can only make a representation concerning your examination results on the following grounds:
 - i. That the examination(s) was not conducted in accordance with the relevant instructions, regulations or requirements.
 - ii. Where new evidence is provided of circumstances which might have adversely affected your performance in the examination(s).
- 5.4. You are reminded that if you believe your performance in examinations may be affected by illness (or by other personal circumstances) you should have reported the matter to your tutor before sitting the examination(s), or as soon as possible thereafter. You **should not** wait for your results before deciding to notify the College of the situation.
- 5.5. Information regarding extenuating circumstances received after the examinations will not be considered as the grounds for an appeal, unless there are exceptional reasons why this information could not be provided at the time. All appeals due to extraordinary mitigating circumstances are only valid when accompanied by comprehensive supporting evidence including detailed medical certificates where appropriate, and a full explanation of the reason for the original non-declaration.
- 5.6. Representations will be reviewed by senior Registry staff who will determine, within 10 working days, whether or not there is sufficient evidence to refer it on to the relevant Board of Examiners for consideration. Where sufficient grounds do not exist you will be informed of this and your appeal will not proceed any further.
- 5.7. If your representation is passed for consideration by the Board of Examiners, the decision of the Board of Examiners will be communicated back to you by the Registry. If your appeal is not accepted by the Board you will have 10 working days from receiving the decision to make a request to the Academic Registrar that your appeal is heard by an appeal panel (the "Representations Panel"). This will only take place if the Vice-Provost (Education) and the Director of Student Support determine that sufficient evidence remains to provide grounds for appeal. If they decide there are not sufficient grounds to set up a Representations Panel you will be informed of this and also of your right to then take your appeal to the [Office of the Independent Adjudicator \(OIA\)](#). If the appeal is considered by the Representation Panel but is unsuccessful you also have the right to take your appeal to [Office of the Independent Adjudicator \(OIA\)](#).
6. **Appeals against withdrawal for unsatisfactory academic progress**
 - 6.1. This information provides further guidance to the [Student Withdrawals and Appeals Procedure](#).

- 6.2. Appeals will be considered on the following grounds:
- i. Where there is new evidence of extenuating circumstances which the student had been unable for valid reasons to disclose before the Head of Department made his/her decision.
 - ii. Where there is evidence that the Head of Department had acted unreasonably in requiring the student to withdraw.
 - iii. Where there is evidence that the [Student Withdrawals and Appeals Procedure](#) has not been correctly followed.
- 6.3. Appeals against withdrawal will be reviewed by senior Registry staff. Where they determine there is sufficient supporting evidence the appeal will be passed to the relevant Head of Department for consideration. Where it is deemed sufficient grounds do not exist for the appeal to be considered by the Head of Department, you will be informed and your appeal will not proceed any further.
- 6.4. If your appeal is passed for consideration to the Head of Department, the Head of Department will consider the appeal in conjunction with the Director of Undergraduate Studies/Director of Postgraduate Studies and Senior/Postgraduate Tutor. If your Head of Department is not willing to alter his/her original decision requiring you to withdraw from College, then you may submit a request to the Deputy Academic Registrar that an Appeal Committee be convened to further consider your case. The Appeal Hearing will only take place if the Vice-Provost (Education), Director of Student Support and Academic Registrar determine that sufficient evidence remains to provide grounds for appeal. If they decide there are not sufficient grounds for an Appeal Hearing you will be informed of this and also of your right to then take your appeal to the [Office of the Independent Adjudicator \(OIA\)](#). If the Appeal Hearing upholds the withdrawal decision, you will also be notified of your right to take your appeal to the [Office of the Independent Adjudicator \(OIA\)](#).
- 6.5. It must be stressed that all appeals should be supported by a detailed reasoned case stating why you should be allowed to repeat the year. This must include comprehensive supporting evidence of any exceptional extenuating circumstances.

7. Further information and advice

- 7.1. If you are considering submitting an appeal you may wish to discuss the matter with a College Tutor ([College Tutors](#)) or the Imperial College Union Student Adviser (advice@imperial.ac.uk).
- 7.2. If you have any other queries please contact the Records Team in the Registry at student.appeals@imperial.ac.uk

Document title:	Guidance to Students: Appeals		
Version:	3	Date:	August 2016
Location and filename:	\\icfs5g.cc.ic.ac.uk\Registry\7.Quality Assurance\3. Policy Framework\7. Complaints, Appeals & Discipline\Appeals Guidance to Students		
Approved:	N/A		
Effective from:	N/A		
Originator:	Registry Records Team		
Contact for queries:	Registry, Records		
Cross References:	Procedure for the Consideration of Representations concerning decisions of Boards of Examiners Student Withdrawals and Appeals Procedure		
Notes and latest changes:	Formatting changes made on 18 August 2016		