

**ASSESSMENT APPEAL FORM**

This Assessment Appeal Form should be used to submit a formal assessment appeal to UCB. Before completing this form you should read the Assessment Appeals Procedure on the UCB website.

Please note that you are expected to have made efforts to resolve your appeal informally in accordance with the Early Resolution stage of the Procedure before completing this form and you are asked to explain what steps you have taken and why you are still dissatisfied.

If you have a complaint regarding the service you have received or failed to receive from UCB, you should refer to the Student Complaints Procedure and associated Student Complaint Form. You may obtain further advice and guidance from the Registry or the Guild of Students.

**When completed return this form with relevant evidence to the Deputy Registrar.**

1.	Full Name:	Student ID:
2.	Programme title:	Year of Programme:
3.	Year Manager:	
4.	Contact details: (please note these details will be used by the University to contact you during consideration of your appeal):	
	Address:	
	Telephone No:	
	Email address:	
5.	Please detail below the basis of your appeal and state clearly which module(s) and assessment(s) to which it applies (please continue on a separate sheet if necessary).	

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6.	Please detail below the evidence you have submitted to support this appeal:

I confirm that I have read and followed the Assessment Appeals Procedure for Students.  
(Please tick box to acknowledge).

**Note:** In order to investigate your appeal fully, any member of staff mentioned in the appeal will be made aware of the issues raised and will have an opportunity to comment on them.

Signed:	Date:
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Return to: K. Robinson via e-mail to: [k.robinson@ucb.ac.uk](mailto:k.robinson@ucb.ac.uk)

(please ensure that all documentation and evidence is attached)

<b>For Office Use only:</b>	
Date of Assessment Appeals Committee meeting:	
Decision of Assessment Appeals Committee:	
Decision of the Board of Examiners:	

The details given on this form will be kept in accordance with Data Protection Legislation. The information given will be used for the sole purpose of processing Assessment Appeals applications. The data will be stored on a secure database and the form will be kept secure and destroyed after a period of 7 years. No personal information will be shared with any third party without your permission. UCB's privacy notices and Data Protection policy can be found at <http://www.ucb.ac.uk/about-us/data-protection-resources.aspx>