

STUDENT NAME	
STUDENT NUMBER	

## Faculty Response to Appeal of Assessment Result

A response should be completed for **each** module/assessment appealed.

Programme: \_\_\_\_\_ Stage/Year: \_\_\_\_\_

Title of Module/Assessment Appealed: \_\_\_\_\_

### RECHECK

**All appealed assessments should be rechecked.** A recheck means the administrative operation of checking (again) the recording and addition of the combination of all component scores for a module. Normally, more than one person should participate in verifying this chain of checks (e.g. a lecturer and a faculty administrator).

This result has been rechecked and the outcome is:

- The result is confirmed
- The result is changed from \_\_\_\_\_ to \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

### REVIEW

A review means the re-consideration of the assessment **decision**, either by the original assessor or by other competent persons. Appellants must indicate the grounds on which they have requested a review.

### Grounds for Appeal

Please give your comments, if any, on the grounds for the appeal.

**Review of Assessment Decision**

The presumption is in favour of the original marks. Comments should generally be used to justify changes in these marks. Where appropriate, relate proposed changes to the grounds for appeal.

This assessment decision has been reconsidered and the outcome is:

- The result is confirmed
- The result is changed from \_\_\_\_\_ to \_\_\_\_\_

Comments:

**Change in overall result following recheck or review**

If the result is changed, either by recheck or review, please record any implications this has for the student’s overall result for the sitting. NB The faculty must notify the relevant external examiner if any change in classification of an award is decided following the assessment appeals board meeting.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

For administrators’ use only:

- This report copied to student’s faculty record
- Student record database updated
- File copy retained with examinations appeals record for sitting