

<b>Title:</b>	Pearson HE Qualification Academic Appeals Form	
<b>Reviewed / updated by:</b>	Group Deputy Director: Higher Education	
<b>Document Owner:</b>	HE Quality	
<b>Date Approved :</b>	July 2018	
<b>Latest revision</b>	August 2024	
<b>To be reviewed:</b>	August 2025	
<b>Approved by</b>	Higher Education Committee	
<b>Publication</b>	<b>Intranet</b>	✓
	<b>VLE</b>	✓
	<b>Website</b>	✓

**ACADEMIC APPEALS FORM FOR STUDENTS STUDYING FOR PEARSON HE  
QUALIFICATIONS AT NEW CITY COLLEGE**

Appeal against the decision of an Assessment Board in respect of Pearson HE grades.

<b>Name:</b>	
<b>Student ID No:</b>	
<b>Email address:</b>	
<b>Programme of Study:</b>	
<b>Year: (1<sup>st</sup> / 2<sup>nd</sup>)</b>	

**Please indicate here which grounds apply and then give full details of your appeal on the following sheet. (Please mark the appropriate box)**

<b>(i) Extenuating circumstances</b>	
<b>(ii) Procedural irregularity in the assessment process</b>	
<b>Signature:</b>	
<b>Date:</b>	

Please complete this form, print, and sign. You need to scan this form if submitting by email to [Higher.Education@nccolondon.ac.uk](mailto:Higher.Education@nccolondon.ac.uk) or post it to the Group Deputy Director: HE within 2 weeks following notification/publication of results.

**GROUND FOR APPEAL – Extenuating Circumstances:**

Grounds for appeal include extenuating circumstances of which the Assessment Board was unaware and which the student could not reasonably have been expected to inform the Assessment Board of in advance.

Extenuating circumstances are defined as: "Circumstances beyond a student's control which could cause him or her to perform less well in assessments than he or she might otherwise have been expected to do and which affect the student for a significant period of time."

If these are the grounds on which you are appealing, please give full details below.

The following grounds for appeal **will NOT be considered**:

*"The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Assessment Board before their meeting."*


**GROUNDS FOR APPEAL -Procedural Irregularities**

Procedural irregularities in the conduct of the Assessment (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.

If these are the grounds on which you are appealing, please give full details below.

The following grounds for appeal **will NOT be considered**:

*Appeals against the academic judgement of an Assessor, Internal Verifier or External Examiner. (Assessment cannot be remarked, except in cases of procedural irregularities).*

*"Formative assessment of the student's work by members of academic staff."*

*"Marginal failure to attain a higher grade."*



**GROUNDS FOR APPEAL - Evidence of bias or prejudice of an assessor**

If these are the grounds on which you are appealing, please give full details below along with supporting evidence.
