

Academic Appeals Policy and Guide

Policy Title	Academic Appeals Policy and Guide							
Relates to	HE	X	FE		Online	X	School	X
Approved by	Quality and Standards Committee							
Owner	Head of Quality							
Date Approved	October 2019							
Last Reviewed	October 2019				Next review due: August 2020			
Version	1.0							
Publication	Staff Access							X
	Student Access							X
	Public Access via Point Blank website							

Contents

Academic Appeals Policy	3
Middlesex University Appeal Regulation and Procedures	3
a. Overview.....	3
b. Legitimate grounds for an academic query or appeal.....	3
In keeping with Middlesex University Regulations section G1 to G2.....	3
c. Procedures for raising an academic appeal to Point Blank Music School.....	4
d. Making a formal appeal, following early resolution procedure	4
Appendix A – Academic Appeal Form	5

Academic Appeals Policy

Middlesex University Appeal Regulation and Procedures

a. Overview

As Point Blank Music School is a Collegiate and Validated Partner of Middlesex University, the School adheres to Middlesex University Appeal Regulation and Procedures, which may be found at: [Middlesex Regulations - Section G, Appeal Regulations and Procedures](#)

The following Point Blank Policy and Guidance details how the School will make every effort to resolve an appeal internally, before escalation of the matter as a formal appeal to Middlesex University, in accordance with the Appeal Regulation and Procedures linked above.

As stated in Regulation section G1 of Middlesex University Regulations, Section G (linked above), the definition of an appeal is a request from a student for a reconsideration of a decision made by an Assessment Board regarding their assessment, progression or award.

b. Legitimate grounds for an early-resolution academic query or appeal

- i. Appeals challenging academic judgement without any evidence of error in the conduct of the assessment or marking process, **will not be considered legitimate grounds for an academic appeal.**

Example:

You receive your mark for a coursework component which has been marked at 30% and below the pass mark. The mark is below your expectations and you are disappointed as you were expecting it to receive at least 40%. However, the mark and feedback explain how learning outcomes were not met.

The example above is not a legitimate ground for appeal because you are seeking to challenge academic judgement without evidence of error in procedure. However, you may seek additional feedback from your lecturer to obtain a greater understanding of the received mark.

A legitimate academic appeal and may be based on:

- i. Extenuating or mitigating circumstances where the Assessment Board was not made aware of a significant factor relating to the assessment of a student when it made its original decision; **And/or**
- ii. There was material error in the conduct of the assessment itself, or in the proceedings of the Assessment Board, which significantly affected the Assessment Board's decision;
- iii. Grounds listed in the Academic Integrity and Misconduct regulations Section F4, following a penalty imposed for academic misconduct.

Example:

You receive your mark for a piece of coursework, which has been marked at 37% and below the pass mark. You compare your work and feedback against the learning outcomes, and there is evidence to suggest that the marker has incorrectly judged your work to not meet a learning outcome. Furthermore, you have good reason to believe that your application for extenuating circumstances (submitted by the deadline) was not taken into account in the consideration of your grade.

This is a legitimate ground for appeal because you are challenging the proceedings of the marking process with evidence of error. You may also raise an appeal against administrative error, if the Assessment Board was not made aware of the extenuating circumstances application without reason.

In keeping with Middlesex University Regulations section G1 to G2 (linked above):

Appendix A – Academic Appeal Form

(for internal/early resolution with Point Blank Music School)

CONFIDENTIAL



Academic Appeal Form – Early Resolution

Important: Before making an appeal, please read the guidance notes and deadlines below.

If you have a **complaint** which is not in relation to an academic outcome, and your grievance concerns the organisation of the module or programme, or is about poor teaching, supervision or guidance during your studies, please refer to our Complaints Procedure on your VLE. You can alternatively discuss your query with our Student Services Team.

PLEASE TYPE OR WRITE CLEARLY IN DARK INK and send this completed form, with your statement and relevant evidence within 28 days of receiving your result to support@pointblankmusicschool.com

Your Personal Details:

Surname/Family name	
First name	
Student ID number	
Email (all correspondence will be emailed)	<i>Please inform the Student Services Officer of any change during the appeal process, or if you wish to withdraw your appeal at any time</i>

Your Appeal (please complete all fields below as relevant)

	Module code	Grade awarded	Tutor
Modules you are appealing against			
Overall classification of degree (eg: 2.2, 3 rd class, Merit)			
Award Title if appealing against, eg: CertHE vs DipHE, or BA vs BA Hons)			
Date result was published:			

Why are you appealing?	
<ul style="list-style-type: none"> • My ability in the assessments was affected by extenuating or mitigating circumstances which, for good reason, the Assessment Board was not made aware. <p>Please attach your extenuating circumstances application as originally submitted.</p>	<p>Y/N</p> <p>Date of extenuating circumstances application submission:</p>
<ul style="list-style-type: none"> • There was a material error, either in the conduct of the assessment or in the proceedings of the Assessment Board, which significantly affected the Assessment Board's decision. <p>Please explain and detail your grounds for the error and attach evidence:</p>	<p>Y/N</p> <p>E.g. The mark and feedback indicated a learning outcome was not met, but there is evidence to suggest it was met</p> <p>Or: A technical issue prevented assessment from taking place fairly.</p>
<ul style="list-style-type: none"> • I have grounds for appeal listed in the Policy and Procedures for Academic Integrity and Misconduct and the Academic Misconduct regulations (MDX F4) • This is only for students who have been awarded a penalty grade following an upheld case of academic misconduct. <p>Please explain your grounds for the appeal or attach evidence:</p>	<p>Y/N</p>

What outcome/s are you seeking from your appeal? (Indicate with X)	
• Classification of degree/award to be reconsidered	
• Work to be remarked	
• Pass Compensation (only possible if a reassessment is graded 17 or 18)	
• A retrospective deferral of the assessments and/or Exceptional further attempt of the assessment/s (failed modules only)	
• To retake (with full attendance and fee) the whole module	
• To be allowed reassessment where attendance has not met the required minimum	
• A review of a penalty for academic misconduct	
• Other outcome (please specify in your attached Statement)	

<p>List here the documents you are including as evidence to support your appeal statement:</p>

Please put an X in each box and then sign the Declaration:

<ul style="list-style-type: none"> • I have read and understood Middlesex University’s Academic Appeals procedure as set out in the University Regulations available at https://www.mdx.ac.uk/about-us/policies/university-regulations 	
<ul style="list-style-type: none"> • All information and documentation submitted in and with this appeal is complete and represents an accurate and true reflection of the situation that led to my appeal. I understand that any information given later could be disregarded. No evidence relating to a third party is included unnecessarily. 	
<ul style="list-style-type: none"> • I give permission for the Student Services Team to seek verification of the authenticity of any statements or evidence provided with this appeal. 	
<ul style="list-style-type: none"> • I consent to information that I have submitted as part of this appeal being made available to relevant staff members of the school who will investigate my appeal. 	
<ul style="list-style-type: none"> • I understand that the personal data I have provided on this form may be stored in paper and/or electronic form in accordance with the School’s Data Protection Policy. See: https://www.pointblankmusicschool.com/legal/privacy-notice 	
<ul style="list-style-type: none"> • I am submitting <ul style="list-style-type: none"> ○ This form ○ A statement of my appeal ○ Relevant evidence to support my statement 	
My signature:	
Today’s date:	

Send this form, with your statement and relevant evidence to support@pointblankmusicschool.com