



**POINT BLANK**  
MUSIC SCHOOL



**Middlesex  
University  
London**

## Academic Appeals Policy and Guide

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# 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 1:**

*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 marking or the assessment procedure. However, you may seek additional feedback from your Module Leader to obtain a greater understanding of the received mark.

#### **Example 2:**

*You receive your outcome for a component marked at 65%. The mark is below your expectations and you are disappointed as you were expecting to receive at least 70%. However, the mark and feedback explain how the learning outcomes met justify a grade equal to a upper second class.*

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

### **A legitimate academic appeal may be based on:**

- i. Previously undisclosed 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 marked the work and 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 below:**

*You receive your mark for a piece of coursework 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 a good reason (medical evidence, in this case) to submit an application for extenuating circumstances (EC) after the deadline, and wish to submit your EC evidence in an application to request contextual 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 EC request if the Assessment Board was not made aware of the extenuating circumstances application for good reason.

**When will I find out if my appeal result?**

- **Please note a key difference from the FAQs linked below:** Point Blank resolves appeals much faster – we aim to resolve appeals for students otherwise due to progress to the next year in the following term within 21 days of the published result (or 1 week of the final deadline for appeals). This is to minimise any delays to your studies should your appeal be successful. We aim to resolve all other academic appeals are resolved (e.g. mid-year students, academic misconduct). **In a minority of particularly complicated cases, or where new evidence is provided during the appeal for consideration, there may be a delay.**

**Frequently asked questions:** You may find the [FAQ section here](#) helpful as Point Blank operates in line with similar processes.

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

- Point Blank Music School will make every effort to resolve any raised appeals internally to the School, both informally and quickly.**
  - An informal appeal may only be made within 21 days of the publication of a provisional assessment result, or for graduating students, 21 days of the publication of confirmed results by an Assessment Board.
  - A successful appeal will result in the Assessment Board reviewing its decision in the light of the new information initially provided by the student, although it does not necessarily mean that the original decision of the Assessment Board is changed.
- c. **Informal Early-Resolution:**  
You may meet with your module leader or programme leader to gain a better understanding of the grade and outcome received for your assessment. If, following this, you have good reason to escalate your appeal (e.g. with evidence of incorrect marking or assessment procedure), you may proceed to Stage 1.
- d. **Stage 1: Procedures for raising an formal early-resolution academic appeal to Point Blank Music School**
- The Academic Appeal form should be completed via the online form:  
<https://forms.gle/NbvEkGQ9FvjxPA2P7>

- ii. The Chair of Assessment Board will consider the case and may advise the student:
    - a) That the Assessment Board will reconsider its decision taking account of the appeal and/or new information presented by the student, and/or the complete grade profile  
  
Following reconsideration of the decision, the Chair of the Assessment Board may permit the assessment/s to be second marked. If the assessment under consideration has already been moderated, the moderation results will be considered by the Chair of the Assessment Board in context of the Appeal.
    - b) That the Assessment Board's original decision was based on a fair evaluation of the student's assessment performance and will not be reconsidered.
  - iii. **Please complete submit and raise an early resolution academic appeal within 21 days of receiving your result as it may affect your studies in the next term.** Point Blank Music School will attempt to resolve all appeals as quickly as possible to prevent disruption to the continuation of your studies. Your appeal may not be considered at all if it is late, in line with Middlesex University practice.
- e. **Stage 2: Making a formal appeal to Middlesex University, following early resolution procedure**
- i. If you are still dissatisfied with the outcome as a result of the stage 1 early resolution procedures above, **please let us know**. You will be advised to complete the formal appeal form and send it to Middlesex University:  
<http://unihub.mdx.ac.uk/study/assess/appeals/index.aspx>
  - ii. **You must have completed the early resolution process as in section a-c of this guidance before making a formal appeal.** Point Blank Music School will always make every effort to resolve your academic appeal via early resolution fairly and without discrimination.

# Appendix A – Academic Appeal Form

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

Please submit an extenuating circumstances request via below online form:

<https://forms.gle/NbvEkGQ9FvjxPA2P7>