

CONFIDENTIAL

Form for APPEAL AGAINST AN ASSESSMENT OR EXAMINATION BOARD'S DECISION

Before making an appeal, please read the Notes for Guidance.

This completed form with your Statement attached must reach the NELTA Principal within 5 working days of the assessment or examination board decision. It is your responsibility to ensure that it is on time.

*Please write clearly in **BLACK** ink.*

Before submitting your appeal (except when your appeal follows a Complaint & Grievance procedure you are strongly advised to make every effort to consult the NELTA Principal, Assistant Principal, Professional Development Directors or Professional Development Tutor in an attempt to settle your appeal quickly and informally. Please give details of these meetings and outcomes in your statement.

State which staff you have approached:

<u>Names of staff:</u>	<u>Date:</u>
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Ms / Mr / Other (please specify):

Your first name/s:

Surname or Family name:

Your address for correspondence regarding this appeal:

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Preferred email address:

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P.T.O.

Office use only:		
Date of receipt:		Date of acknowledgement:
Assessment you are appealing against:	Grade awarded:	Your tutors for these assessments:



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Date result was published:
For appeals against assessment grades - was this your first or a resit attempt of the assessment? -
First attempt Deferred first attempt Resit attempt Deferred resit attempt
When is the next assessment opportunity for the module/s?
When are you due to graduate

Read the Notes for Guidance and tick one or more of the following from <i>each</i> column:	
<p style="text-align: center;">Why are you appealing?</p> <ul style="list-style-type: none"> • My ability in the assessments was affected by extenuating circumstances. • There was an administrative error in the management of the assessment. • The assessment was not run in accordance with the programme regulations. • The assessor or Examination Board did not properly consider circumstances relating to the delivery of the programme which adversely affected my assessment performance. • There was some other irregularity which affected my academic ability. 	<p style="text-align: center;">What outcome/s are you seeking from your appeal?</p> <ul style="list-style-type: none"> • Assessment to be regraded. • Extenuating circumstances to be taken account of when regrading. • A retrospective deferral of the assessment/s. • To retake the whole assessment • To be re-instated on original award programme. • Reassessment allowed where attendance has not met required minimum. • Other outcome (<i>please specify in your attached Statement</i>).

<u>Please sign this DECLARATION</u>	
<ul style="list-style-type: none"> • I have read the relevant sections of the Notes for Guidance. • I understand that the information given with this form will be treated as the <u>definitive statement</u> of my case and that any information given later could be disregarded. • I have attached my Statement of Appeal to this form, giving the information requested in the Notes for Guidance. 	
Signature	Date

Send this **signed form, your statement** and **documentary evidence** within the deadline to the NELTA Principal, Woodford Bridge Road, Ilford, Essex, IG4 5LP or admin@nelta.co.uk