



## UNIVERSITY OF WALES INTERIM VERIFICATION AND APPEALS PROCEDURE FOR VALIDATED INSTITUTIONS

This procedure is not applicable to students who have completed their periods of study or to candidates exited with a University of Wales intermediate award (Certificate/Diploma). These students should consult the University of Wales' Verification and Appeals Procedure.

- 1 At the beginning of each session the institution shall inform students of the Appeals Procedures in place (UW and interim).
  - 2 The only body vested with the power of decision on examination results is the relevant Examining Board.
  - 3 A student in an interim examination may only appeal on one or more of the following grounds:
    - .1 the mark(s) and/or result published by the institution contains arithmetical or other errors of fact;
    - .2 defects or irregularities in the conduct of the examinations and/or other assessments or in written instructions or in advice relating thereto which were not known to the Examining Board, when such defects, irregularities or advice are shown to have had an adverse effect on the student's performance;
    - .3 exceptional personal circumstances which were not known to the Examining Board, and where the student can show good reason why such circumstances could not have been made known to the Examining Board when the student was assessed, and which are shown to have had an adverse effect on the student's performance.
- Appeals which question the academic judgement of examiners, or appeals on any grounds other than those stipulated in 3.1 to 3.3 above, shall not be admissible and the administrative head of the institution will inform the appellant accordingly in writing.
- 4 The academic head of the institution will consider an appeal within twenty-one days of its receipt by the institution. The member of staff concerned shall not be a member of the Examining Board which previously considered the student case.
  - 5 Any student who wishes to appeal against a decision of the Examining Board should normally submit an appeal to the administrative head of the institution (using the attached form) within fourteen days of the date of the publication of the Examining Board decision by the institution. The grounds for appeal must be clearly stated on the appropriate form and relevant documentary evidence appended.
  - 6 The administrative head of the institution, or his/her nominee, on receipt of an appeal shall seek verification from the Chair of the relevant Examining Board, or his/her nominee. Verification will establish whether:
    - .1 the mark(s) and/or result as published is free from arithmetical or other error of fact; and/or,
    - .2 any defects or irregularities in the conduct of the examinations and/or other assessments or in the written instructions and/or in advice relating thereto were, in fact, reported to the Examining Board; and/or,

.3 any exceptional personal circumstances pertaining to the student were reported to the Examining Board.

The Chair of the Examining Board, or his/her nominee, shall inform the administrative head of the institution of the outcome of the verification in writing no later than fourteen days following receipt of the appeal by the administrative head of the institution. If the outcome of verification is not received in writing within fourteen days, the academic head of the institution shall refer the appeal to the Examining Board and the Examining Board shall be re-convened to review the case in light of the information presented in the appeal.

7 The academic head of the institution shall consider the appeal on receipt of verification from the Chair of the Examining Board and decide either that:

.1 the appeal be referred to the Examining Board and that the Examining Board be re-convened to review the case in light of the information presented. The academic head of the institution shall be permitted to take such action where it has been established:

- .1 that the mark(s) and/or result as published is incorrect or
- .2 that defects or irregularities in the conduct of the examinations and/or other assessments or in written instructions or in advice relating thereto were not known to the Examining Board; or
- .3 that the appeal contains exceptional personal circumstances which were not known to the Examining Board when the student was assessed and the student has shown good reason why such circumstances could not have been made known to the Examining Board;

or

.2 the appeal be rejected and no further consideration be given to the appeal. The academic head of the institution is required to disallow an appeal which is based wholly on factors which were known to the Examining Board concerned when the student's result was determined and also to disallow appeals based on exceptional personal circumstances which were not known to the Examining Board when the student was assessed where the student is unable to show good reason why such circumstances could not have been made known to the Examining Board before its meeting.

8 Where an appeal is referred to the Examining Board by the academic head of the institution, the administrative head of the institution shall write to ask the Chair of the relevant Examining Board to re-convene a meeting of the Examining Board to review the case in the light of the information brought forward by the appeal. It will not necessarily follow that a student's result shall be changed from the result originally published by the Examining Board. The Chair of the Examining Board shall inform the administrative head of the institution of the decision of the re-convened Examining Board in writing no later than twenty-one days following its referral to the Examining Board.

9 The administrative head of the institution, or his/her nominee, shall inform the appellant of the outcome of his/her appeal in writing and, if appropriate, issue a supplementary result. The University of Wales shall also be informed of the outcome of all interim appeals.

10 The Validation Board will only consider a complaint against the outcome of an interim appeal based on irregularities in the conduct of the interim appeals procedure, which are of such a nature as to cause reasonable doubt on whether the same decision would have been reached had they not occurred. Any such complaint will be dealt with in accordance with the Validation Board's Student Complaints Procedure.

<b>Document control box</b>			
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Date approved		Implementation date	
Reviewed			
Next review date	t.b.a.		
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Approving body	University of Wales		
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Member of staff responsible	n/a		