

Concerns over Assessment Results

(Following a College Board, Upgrade Panel or Viva Meeting)

Have your final results been published?

YES

NO

Make sure you have **read the Appeal Procedure and guidelines** on the College website

Wait until your results are confirmed. Discuss unconfirmed results with your Course Tutor, Personal Advisor, Programme Director, the Academic Coordinator, Supervisor or Director of Graduate Studies as appropriate

Do you have **grounds for appeal**?

NO

YES

Follow the **Academic Appeal Procedure for Students Flowchart**

If you still have concerns, the **Education and Welfare Office** (Students' Union) can answer most queries or advise you who to contact

Do you want to know whether your **extenuating circumstances** were considered by the Examiners?

Do you suspect that there has been an **administrative error** in calculating or recording your results?

Do you **not understand why** you have received a certain result/outcome?

Do you think you may wish to make a **complaint**?

Speak with your **department/school**. Their decision is considered academic judgement and therefore cannot be appealed

Speak with your **department/school** informally so that the accuracy of your results can be checked

Speak with your **Course Tutor, Personal Advisor, Programme Director, Academic Coordinator, Supervisor or Director of Graduate Studies as appropriate**. You cannot appeal against the academic judgement of examiners

Read the **Complaints Procedure** and guidance and discuss your concerns with the **Students' Union**