

# Northern Regional College

## Assessment Appeals for Students – Appeals Form

Please refer to the Student Assessment Appeals process before completing this form.

If you, as a student within the College, wish to make an appeal about a final grade/mark please complete the following sections as accurately as possible. If you require help or advice completing this form, please contact a member of staff.

**Please ensure that you, the student, keep a copy of your completed form.**

Your Name:			
Course Title:			
Module/Unit Title: <i>(specific title)</i>			
Name of Lecturer/Assessor Involved with Assessment:			
Nature of your Appeal: i.e. please provide detail about the procedural error/irregularity or extenuating circumstances. (Note: If you are appealing a mark/grade due to <b>extenuating circumstances not known at the time of the Exam Board</b> , please read the 'Extenuating Circumstances for Student Policy' to ensure you are aware of what constitutes an 'extenuating circumstance')			
Are you submitting evidence with this form?	Yes	<input checked="" type="checkbox"/>	No
Your signature:	Date:		

To be completed by College staff:			
Date form received by Course Coordinator:			
Date form received by Curriculum Area Manager			
Date of Appeals Panel:			
Appeals Panel outcome:	Upheld	<input checked="" type="checkbox"/>	Not Upheld
Action/s required by student:			
Date student informed:			
Action/s required by staff:			

### Notes to Student:

- Please ensure you keep a copy of this form.
- If submitting in hard copy: enclose this form and any evidence in a sealed envelope, with the Course Coordinators name clearly written on the outside, and leave at Campus Reception.
- If e-mailing electronically: e-mail this form and any evidence to the Course Coordinator – please ensure you password protect the documents and use the correct e-mail address.