

## Stage 2 Appeal Form

Please note that information supplied on this form will be treated in confidence.

- Before completing this form**, please read the guidance notes at the end of the form. Further information is also available on University Policy and Procedures webpage for more information, this will be found under [UAL: HE Policies, Procedures and Downloads | South Essex College](#)
- Please contact the HE Support Team** for advice at the earliest opportunity:  
Email: [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk)
- All correspondence relating to this request for review will be sent to your registered University Centre South Essex email address.** Please make sure that you check it regularly. If your contact details change, you must tell the University Appeals Unit immediately.
- A Word version of this form is available for HE Support

### Part A Details of the Student Submitting the Stage 2 Appeal

|                        |                 |
|------------------------|-----------------|
| First Name(s):         | Course Title:   |
| Family Name(s) :       | College:        |
| Student ID No :        | Year of Study:  |
| UCSE email address:    | Course Leader:  |
| Contact Telephone No : | Personal Tutor: |

Do you have a disability? ☐ Yes ☐ No

If yes, do you believe you will require any disability-related support or adjustments during any stage of the appeals process? ☐ Yes ☐ No ☐ N/A

**If yes, please detail your specific requirements below.**  
*Please note that these requirements should relate directly to support during the appeals process, and you do not have to disclose the nature of your disability. We just need to know if there are adjustments required to help you complete your Appeal.*

**If you have spoken to someone about your disability (e.g. the HE Disability Officer or HE Support Team) please give their name and contact details:**

You can find contact details for Disability Services on the University Centre website  
<https://www.southessex.ac.uk/support-for-higher-education-students-with-disabilities>

## Part B Details of Stage 2 Appeal

What was the original examination board decision against which you appealed at Stage 1?

What was the date on which the original examination board decision was published?

Click here to enter a date.

What was the decision of the examination board chair at Stage 1?

Click to choose.

What was the date on which the Stage 1 decision was published?

Click here to enter a date.

Please indicate the grounds on which you are basing your Stage 2 Appeal by ticking either one or both of the boxes below:

The original examination board decision did not change

☐

The examination board decision following the Stage 1 review did not take into account all material circumstances

☐

## Part C Statement in Support of Stage 2 Appeal

Please use the spaces below to provide additional detail in support of your Stage 2 Appeal. Please provide as much information as you think necessary.

*Please note that the spaces will expand as you type.*

If the original examination board decision was not changed following Stage 1, please indicate why you believe a new decision should have been made. *Please note that the space will expand as you type.*

If you feel that the new examination board decision did not take into account all your circumstances, please indicate why you believe these were not considered. *Please note that the space will expand as you type.*

In relation to the previous question, what evidence do you have that not all your circumstances were taken into account by the examination board during the Stage 1 process? *Please note that the space will expand as you type.*

Please indicate below the outcome to your Stage 2 Appeal that you believe to be fair, reasonable and appropriate. Please note that the space will expand as you type.

Please use the space below to provide any additional information you feel will support your Stage 2 Appeal. Please note that the space will expand as you type.

| Part D | Evidence Supplied in Support of Stage 2 Appeal |
|--------|------------------------------------------------|
|--------|------------------------------------------------|

Please list the evidence supplied along with this form in support of your Stage 2 Appeal. Please ensure that all electronic files have a clear, concise title and that they are formatted for ease of access when using a PC. UAL does not accept .pages format files.

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If you wish to include more than 20 items of evidence, please contact the University Appeals Unit for further guidance at [appeals@arts.ac.uk](mailto:appeals@arts.ac.uk)

Please note that a failure to include appropriate/sufficient evidence will result in a delay to the appeals process. Guidance on appropriate evidence appears in the Appeals Guidance Notes for Students document that can be found on University Centre South Essex, Policy and Procedures webpage for more information, this will be found under UAL: [HE Policies, Procedures and Downloads | South Essex College](#)

|                      |
|----------------------|
| Student<br>Signature |
|----------------------|

|      |
|------|
| Date |
|------|

Click here to enter a date.

Please e-mail the completed form to [appeals@arts.ac.uk](mailto:appeals@arts.ac.uk), ensuring that you keep a copy for your own records.

The deadline for the submission of this form is 5:00pm, 10 working days from the date the result of your Stage 1 request for review was published.

## Guidance for Completing Form A2: Stage 2 Appeal Against Exam Board Decision

### The Deadline for Submitting your Stage 2 Appeal

The deadline for the submission of this form is 5:00pm, 10 working days from the date the result of your Stage 1 request for review was published. Please note that, for the above purposes, the date the Stage 1 decision was published counts as day one. The date the Stage 1 decision was published is the same as the date at the top of the letter detailing the outcome of your Stage 1 request for review. If you anticipate any difficulty in being able to submit your request for review to the University Appeals Unit before the deadline, please contact [appeals@arts.ac.uk](mailto:appeals@arts.ac.uk) *immediately* for guidance.

### Advice on the Appeals Process

Advice on the appeals process is available from HE Support. If you are going to make a Stage 2 Appeal, you should contact them at the earliest opportunity as a member of their team able to offer you advice concerning your request for review. Their contact details are as follows:

**E-mail:** [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk)

### Part A: Details of the Student Submitting the Stage 2 Appeal

#### Contact details:

Please complete your contact details in full. All correspondence relating to your Stage 2 Appeal will be sent to your registered University Centre South Essex email address. Please make sure that you check it regularly. If your contact details change, you must tell the University Appeals Unit immediately.; please only indicate an alternative e-mail address if your UCSE e-mail address is unavailable or inaccessible (e.g. your UCSE e-mail account has been suspended as you have finished your studies). Please check your e-mail regularly and inform the University Appeals Unit *immediately* of any change in your contact details.

#### Students with disabilities:

The University works hard to anticipate and meet disabled students' needs. This section of Part A asks you to inform us if you have a disability and whether you need any support or adjustments. This helps us ensure that you can access the review process. The University defines 'disability' as sensory or physical difficulties, long-term health conditions, mental health difficulties, autistic spectrum disorders (including Asperger syndrome) or specific learning difficulties (e.g. dyslexia, dyspraxia or ADHD).

You do not need to disclose the nature of your disability, but it will help us to make adjustments to the appeals process if you tell us about the type of support you usually need. Some examples might be that you need help completing forms or information in alternative formats, or that you have access requirements which will need to be taken into account. If you do complete this section of the form the University Appeals Unit might deem it necessary to contact you in order to discuss your requirements. Any information you provide will be handled sensitively. If you have any concerns about disclosing disability information on the form, please contact the HE Disability Officer for advice at [HESupport@southessex.ac.uk](mailto:HESupport@southessex.ac.uk) .

## **Part B: Details of the Stage 2 Appeal**

### **What decision would you like to have reviewed?**

Please indicate clearly the details of the original examination board decision you are appealing against. We also need the details of the examination board decision at the conclusion of the Stage 1 review. It is this decision, the Stage 1 outcome, that you are appealing against.

### **What are the grounds for Stage 2 Appeal?**

This form is to be used only for requesting a review of an examination board decision on the following grounds:

- **The original examination board decision was not changed as a result of the Stage 1 review**
- **The Stage 1 decision did not take into account all material circumstances**

## **Part C: Statement in Support of Stage 2 Appeal**

Please use this section to give more details about your Stage 2 Appeal. The Stage 2 form contains prompts that indicate the information the University Appeals Unit requires in order to consider your Stage 2 Appeal. The information you provide will be used to assess whether or not you have further grounds for appeal, so you are advised to answer these questions in as much detail as possible.

You are asked to state the outcome to your Stage 2 Appeal that you believe to be fair, reasonable and appropriate. This helps us understand what you hope to gain from the appeals process. One possible example of this might be that you are seeking the opportunity to resubmit work once again without penalty (result uncapped).

## **Part D: Evidence Supplied in Support of Stage 2 Appeal**

Stage 2 Appeals must be supported by written evidence wherever possible. You can find guidance and examples of the type of evidence needed on the Complaints and Appeals webpage. This list is not exhaustive and additional evidence may be needed by the University Appeals Unit.