



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

## APPEALS PROCEDURE: HE COURSES

Updated	July 2019
Approved by Rector/CSVPA Executive Team	July 2019
Key Staff	Provost, Curriculum, Student Services, Exam staff
Lead Staff for Review	Provost

## Purpose of the procedure

If a student believes that there has been a material error or irregularity in the assessment process, they should use this procedure to appeal. Students studying a Falmouth University award should appeal directly to the university. The University's Appeals Policy and Procedure can be accessed here: ([www.falmouth.ac.uk/student-regulations](http://www.falmouth.ac.uk/student-regulations))

## Grounds for appeal

A student may make an appeal on the grounds below:

- I. there was a material administrative error or other material irregularity in the conduct of the assessment (including accommodated assessment/reasonable adjustment for disabled students) or the application of academic regulations;
- II. extenuating circumstances, which for valid reasons, had not been made known to the examination board which had they been referred might have led the examination board to reach a different decision;
- III. any other matter which in all the circumstances ought properly to be considered by the College in the interests of fairness

## Stage One Appeal

Stage One Appeals must be received within 20 working days of the publication of results. Appeals should be submitted for consideration using the Stage 1 Appeal Form and a full explanation of the reason for appealing must be included. The form should be sent to: [studentservices@csvpa.com](mailto:studentservices@csvpa.com). The appeal will be considered by the relevant Dean and a response sent within 15 working days.

## Stage Two Appeal

If the student is not satisfied with the outcome of the Stage One Appeal they may submit a Stage Two Appeal.

For students studying a University of the Arts London (UAL) award, they should proceed directly to a Stage Two appeal with the university. An appeals form should be requested from: [quality.awarding@arts.ac.uk](mailto:quality.awarding@arts.ac.uk).

For students studying a Trinity College London award, they will be advised by their course leader on how to proceed to a Stage Two appeal to Trinity College. Appeals should be emailed to: [resultsreview@trinitycollege.com](mailto:resultsreview@trinitycollege.com)

Any other CSVPA student should submit a Stage Two appeal in writing to the Chair of Governors via [studentservices@csvpa.com](mailto:studentservices@csvpa.com). Students should provide full details on the grounds on which the review is being requested and why they do not consider the outcome of Stage One appeal to be satisfactory.

Following a full review, a response will be provided within 20 working days. Where applicable, following a successful appeal, CSVPA will take all necessary steps to ensure the student's record is amended to reflect the decision.

The decision of the Chair of Governors will be final.

# Stage One appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal

- there was a material administrative error or other material irregularity in the conduct of the assessment (including accommodated assessment/reasonable adjustment for disabled students) or the application of academic regulations;
- extenuating circumstances, which for valid reasons, had not been made known to the examination board which had they been referred might have led the examination board to reach a different decision;
- any other matter which in all the circumstances ought properly to be considered by the College in the interests of fairness

<b>Name of complainant/appellant</b>	
<b>Candidate name</b> <i>if different to complainant/appellant</i>	
Please state the grounds for your appeal below	
<p>If your complaint is lengthy please write as bullet points; please keep to the point and include relevant detail such as dates, names etc. and provide any evidence you may have to support what you say</p> <p><i>If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed</i></p>	
Detail any steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s)	
Complainant/appellant signature:	Date of signature:

