# Grade Appeal Form UAL Awarding Body

Once you have completed your centre review, you must complete this form and submit it with the supporting evidence to UAL at gradeappeals.awarding@arts.ac.uk by **27th August 2021**

**Please note:** Incomplete forms and forms submitted without supporting evidence will not be accepted.

## Section 1: Student and centre staff details

**Student name and details**

|  |  |
| --- | --- |
| Student name |  |
| Student email address |  |
| Group ID |  |
| Student ULN (or DoB if not known) |  |
| Centre name |  |
| Qualification title |  |
| Registration Date |  |

**Centre staff details**

|  |  |
| --- | --- |
| Your name |  |
| Your role |  |
| Phone number |  |
| Email address |  |

## Section 2: Student statement

|  |  |  |  |
| --- | --- | --- | --- |
| On which basis is the student appealing  (Please tick one box only) | Administrative Error | Procedural Error | Academic Judgement |
|  |  |  |
| Please explain the reason for the appeal and list the evidence the student has provided to support the appeal: | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 3: Evidence  |  |  |  | | --- | --- | --- | | Please confirm that you have attached copies of the following evidence: | | | | Copy of the students appeal submission | Yes | No | | Original individual TAG form | Yes | No | | Revised individual TAG form | Yes | No | | Group TAG form | Yes | No | | Copy of Marksheet originally uploaded | Yes | No | | Student Assessment Feedback for all marked units for the student (include for Procedural and Academic Judgement Appeals only) | Yes | No | | Any EHCP plans or documentation relating to SEND (include for Procedural and Academic Judgement Appeals only) | Yes | No | | Evidence of how Reasonable Adjustment or Special Consideration has been applied if applicable (include for Procedural and Academic Judgement Appeals only) | Yes | No | | Attendance record (include for Procedural and Academic Judgement Appeals only) | Yes | No | | Other (please provide details of other evidence submitted): | | |   **Section 4: Centre Review** | | |
| Please explain and justify the outcome of your centre review: | | |
| Please list the evidence that supports your findings: | | |
| Has the appeal been upheld? If yes please complete the rest of this section | Yes | No |
| Amended grade (Fail/Pass/Merit/Distinction) |  | |
| 1. What actions are you taking prevent a reoccurrence?  2. Please confirm whether or not other students are at risk from this error and if so what actions you are taking? | | |

|  |  |
| --- | --- |
| Before submitting this form to UAL please check that:   * all sections of the form have been completed * all supporting evidence is ready to upload. * the deadline of 27th August 2021 has not passed. | Yes  No |

## Section 5: Transparency notice

UAL will hold and process electronically information given to us in this form and may use it for any purpose relevant to this grade appeal. Please refer to the [**UAL Awarding Body Transparency Notice**](https://www.arts.ac.uk/__data/assets/pdf_file/0028/214678/UAL-Awarding-Body-Transparency-notice-v1.2.pdf) for more information.

## Section 6: Declaration

**I declare that:**

* I am the individual named in **Section 1** of this form, or have the delegated authority to make this formal declaration on behalf of the student
* the student has been informed of the grade appeals procedure
* the information provided in this form is accurate and complete

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |