**Education for Health**

**Appeal Form**

**This form applies to students undertaking a module or programme validated by The Open University.**

**Students undertaking a module or programme validated by The University of Hertfordshire (UH) should follow the guidance on the UH website (**[**www.herts.ac.uk**](http://www.herts.ac.uk)**).**

**Before submitting** an appeal, please ensure that you have read and understood our Informal Queries and Appeals Policy:

<https://www.educationforhealth.org/education/student-support/regulations-policies/>

* Use this form if you believe you have grounds for raising an appeal against decisions on assessment outcome, academic progress or award.
* The deadline of submission for an appeal is within **3 months** of a response to your informal query being issued.
* Appeals submitted after the deadline will be deemed to be out of time and will not be considered unless you submit clear documentary evidence to demonstrate that you were prevented from submitting the appeal by the deadline.

**Section 1: Student Details**

|  |  |
| --- | --- |
| Title |  |
| First name(s) |  |
| Family name / Surname |  |
| Date of birth |  |
| Student number |  |
| Module or Programme name |  |
| Start date |  |
| Contact e-mail address (please note most correspondence relating to your appeal will be via e-mail) |  |
| Contact postal address |  |
| Contact telephone number |  |

**Section 2: Grounds for Appeal**

You are only able to submit a formal appeal if you have submitted an informal query and are dissatisfied with the response.

You may only raise an appeal on the following grounds (please tick the relevant box):

|  |  |
| --- | --- |
|  | A: That there were significant exceptional circumstances materially affecting your performance  Please see section 4.1 of the Informal Queries and Appeals Policy  If you select this box complete all of section 3A |
|  | B: That there appears to you to be procedural irregularities in the conduct of the examination or assessment procedures  Please see section 4.1 of the Informal Queries and Appeals Policy  If you select this box complete all of section 3B |

**Section 3: Appeal Details**

Use the relevant boxes below to explain in full the grounds on which your appeal is based:

* Describe in detail the circumstances you wish to raise
* Identify the specific assessments affected and explain how they were affected
* Be specific about the dates of the circumstances upon which your claim is based
* Include documentary evidence to support your claim, where appropriate

Failure to do so may result in your appeal not being considered.

**3A: Significant Exceptional Circumstances**

1. **Detailed description of your claim:**

**Evidence to support your submission:**

List the documents that you are submitting. These should be scanned and submitted electronically, or the original documents submitted in the post. If submitting by post, your original documents will be returned to you when we inform you of the outcome; however, we would advise you to keep a photocopy of these documents for your records and use a tracked form of postage.

1. **List of documents included:**

If applicable, you should provide an explanation of why it was not possible to inform Education for Health about these circumstances before the decision was made. If there is no clear evidence for this, your appeal may be rejected.

1. **Explanation:**

**Section 3B: Procedural Irregularity**

A ‘procedural irregularity’ means that the assessment process was not conducted according to Education for Health’s approved procedures. Examples might include errors in assessment information, or a failure to calculate the marks correctly, or to consider any exceptional circumstances submitted by you before the due date.

1. **Detailed description of your claim**

**Evidence to support your submission:**

List the documents that you are submitting. These should be scanned and submitted electronically or the original documents submitted in the post. If submitting by post, your original documents will be returned to you when we inform you of the outcome; however, we would advise you to keep a photocopy of these documents for your records and use a tracked form of postage.

1. **List of documents included:**

**Section 4: Checklist**

Please tick each box to indicate your agreement with the following statements:

|  |  |
| --- | --- |
|  | I have read and understand the Informal Queries and Appeals Policy |
|  | I have provided on/with this form ALL the information I wish to be considered |
|  | I have provided evidence, where appropriate |
| Additionally for an appeal on the grounds of significant exceptional circumstances, please tick the box to indicate your agreement with the following statement. | |
|  | I have enclosed appropriate documentary evidence to substantiate my claim of why it was not possible to inform Education for Health earlier about the circumstances I have described (i.e. why it was not possible to declare my circumstances and provide evidence for them earlier). |

**Section 5: Declaration**

*By submitting this form: I declare that the above information is accurate and true.*

*Signed:*

*Print Name:*

*Date:*

**Section 6: Submission of your appeal process form**

Your appeal form and any supporting evidence should be submitted to:

Student Support: [studentsupport@educationforhealth.org](mailto:studentsupport@educationforhealth.org)

**Address for postal submissions:**

Student Support

Education for Health

No. 1, Lowes Lane Business Park

Lowes Lane (off Walton Road)

Wellesbourne

Warwickshire

CV35 9RB

**We would strongly recommend that you submit postal documentation using recorded delivery.**

Submissions should arrive with Education for Health by the deadline stated so ensure you allow sufficient time for this when sending in your paperwork.