

Procedure for the Consideration of Appeals against Decisions of Boards of Examiners for Taught Degrees

General

1. These Regulations are applicable in respect of examinations for first degrees and postgraduate taught degrees and diplomas offered by the Institute.
2. The sole grounds for making an appeal are that there was such procedural defect in the conduct of the examination, in accordance with the relevant Instructions and/or Regulations, or in the subsequent processing of scripts or assessed coursework or marks (including the proceedings of Boards of Examiners) as to render the decision of the examiners unsafe. Exceptionally it shall be permissible, subject to these Regulations, to present evidence such as medical or compassionate evidence as part of the appeal provided that in the opinion of the Deputy Director there was good reason for such evidence not to have been presented earlier.
3. The academic judgement of a Board of Examiners, having acted according to all relevant regulations and procedures, shall not be called into question by these regulations.

Procedure

4. Any representation shall be made within one month of the decision of the Board of Examiners to which it relates, unless, having regard to the circumstances of a particular case, the Director determines that a representation made outside this period be allowed.
5. Representations shall be made in writing and sent to the Academic Registrar and shall state the grounds on which the representation is made and provide evidence to support it.
6. Where the candidate presents late evidence that his/her examination was adversely affected by illness or other factors which s/he was unable, or for valid reasons unwilling, to disclose before the Board of Examiners reached its decision the Academic Registrar shall seek the decision of the Deputy Director whether the appeal should proceed. If the Deputy Director agrees that there are good reasons why the evidence should not have been presented at the proper time then the appeal will be heard according to regulations 7 and following. If the Deputy Director does not so agree then the appeal shall fail and the candidate will be so informed by the Academic Registrar.
7. The Academic Registrar shall present the facts of the case to the Chair of the Board on behalf of the Board of Examiners, who may, at his/her discretion, where there is clear evidence produced by the candidate or any other person of administrative error or that the examination was not conducted in accordance with the Instructions and/or Regulations, determine that there are grounds for the decision to be reconsidered and refer an appeal to the relevant board of examiners for a fresh decision.
8. The Chair of the Board of Examiners shall inform the Academic Registrar of his/her decision, which the Academic Registrar shall convey to the student.
9. Following any reconsideration of a decision of the relevant board of examiners, the hearing of a formal appeal by the candidate against the outcome of the reconsideration may be allowed, if sufficient evidence remains providing grounds for appeal as stated in paragraph 7 above.
10. An appeal must be made in writing and lodged with the Academic Registrar within 14 days of the notification to the candidate of the reconsidered decision of the Board of Examiners.

11. Exceptionally, where it appears that the facts of the case have been established beyond doubt and that reference back to the examination board would properly result in no new decision, the Deputy Director may certify the notice of appeal as invalid.

12. If the Deputy Director has determined that sufficient evidence remains to allow an appeal, the Academic Registrar shall call a meeting of the Appeals Committee which shall comprise:

- an experienced Chair of Examiners from the University of London, in the Chair
- two members of academic staff in the University of London;
- a student or Student Union sabbatical officer appointed by the appellant,

provided that no member of the Panel shall be a member of staff of the same College or Institute as a person making the appeal, nor shall have been involved in teaching or examining for, or involved in any other way with, the programme of study concerned.

13. The Appeals Committee shall meet as soon as is practicable.

14. The Committee shall invite the appellant or a representative to appear before it and/or to give written evidence if desired.

15. The Committee shall invite the Chairman (or other representative) of the relevant board of examiners to appear before it and/or to give written evidence if desired, and shall invite such other persons to appear before it, and consider such other documents, as it deems appropriate to the case. The appellant shall have the right to attend or to appoint a friend in his/her place (such a friend not to be a legally qualified person), to hear the evidence, answer questions and if invited to make a statement.

16. The Academic Registrar shall appoint an appropriate person to serve as clerk to the Committee, who shall keep a record of its proceedings.

17. The Committee may decide:

17.1 that the appeal be allowed, in which case it shall submit a report to the Director who shall, unless s/he determines that some other procedure is applicable, direct the Board of Examiners to cause a fresh decision to be made. Such decision, properly made within the appropriate regulations and procedures, shall be the final decision of the Institute;

or

17.2 that the appeal be dismissed, in which case the decision of the Appeals Committee will be the final decision of the Institute.

18. The appellant shall be informed of the decision of the Committee and, where applicable, of the decision of the Director.

19. The consideration of an appeal under these Regulations will exhaust the opportunities open to the student within the Institute. It will remain open to a student whose appeal has been dismissed

19.1 if a student registered on a programme leading to a degree, to petition the Visitor of the University of London.

19.2 if not a student eligible to petition the Visitor, to petition the Chairman of the Governing Board who may assign a Governor or Governors (not being staff or students of the Institute) to consider whether the appeal has been properly considered according to regulation and procedure and, if not, whether it should succeed. A petition under this regulation must be in writing and must have been despatched so as to have been received by the Chairman within fourteen days of the despatch of the letter sent to the appellant dismissing the appeal.

20. If the Governor or Governors shall have decided that the appeal should succeed, the Governing Board shall receive a report on the matter and may advise the Academic Board that the decision of the board of examiners should be reversed. The decision of the Academic Board shall be final.

21. The Procedure detailed above completes the Institute's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator (OIA). The OIA provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details and how to make a complaint are available on the [Office of the Independent Adjudicator](#) website.