

Review of Grades – Failure to upload mandatory documentation for Placement

Your Review of Grades application needs to include:

- Completed Appeal Submission Form (with relevant Grounds ticked)
- A statement of why you're applying and what outcome you're hoping for (Can be on the form or separate)
- Any evidence that supports your reasons for applying

What's happened?

In this case, we're assuming that you were not allocated a placement because you didn't upload mandatory documentation in time/to the correct place. As placement is a hurdle assessment within the unit, this led to a Fail for the unit. If all the assessment tasks and criteria were listed in the Course Description, and learning and assessment were delivered as per the Course Description, it is unlikely that you have valid grounds to apply for a review. Please see the flowchart below to help with your decision-making on whether to apply.

How can you demonstrate it?

1. If the documentation requirements **were not** listed in the Course Description, evidence should consist of:
 - The Course Description (You should be able to find this on Moodle)
 - Ideally, a copy of any communication that has been sent or provided by academic staff about mandatory documentation – Emails, Moodle etc. – if they are unclear/inconsistent about the requirements
2. If the documentation requirements **were** listed in the Course Description and you uploaded everything according to the requirements but were not allocated a placement, evidence could consist of:
 - The Course Description
 - A Screenshot of each document uploaded in the correct place, showing the date they were uploaded
 - Copies of any communication you've had with academic staff around this

How can you present this?

Your appeal statement could be structured under the following headings:

1. Your grounds: **one or more chosen from the Regulation, as above**
2. What has happened: **outline issues with the course or its delivery. Include a timeline if the issue is complex or went on for a long time**
3. How this fits the grounds you've chosen: **explain why you think what has happened falls under the grounds that you have chosen**
4. What you are asking for from your Institute: **e.g. remarking, supplementary assessment.**
5. List of any supporting evidence with reason for including it: **e.g. timeline, copies of emails, screenshot of Course description or assessment information.**

Questions to ask when considering an application:

Were the mandatory documentation requirements (What to upload, where to upload it and when to do so) listed clearly in the Course Description?

