

Review of Grades application – Groupwork challenges

Your 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, you believe that issues with groupwork had a negative impact on your final grade, and this was not adequately addressed during the semester by the lecturer. Examples could include...

- Group member(s) not contributing adequately, or communicating promptly
- Different group members receiving different marks for the same group tasks (does not apply to any individual tasks)
- Having fewer group members than stated in the assessment outline, leading to group members required to do more work than in other groups

...where you have tried to address this with the lecturer during the course, but it has not been dealt with.

Please see the flowchart below to help with your decision-making on whether to apply.

How can you demonstrate it?

Evidence should consist of:

- Evidence of different group member's contributions, communication (or lack of), such as shared documents, screenshots of groupchats etc.
- Evidence of your attempts to resolve this with your lecturer, such as email trails, or screenshots of Teams messages
- The Course Description and assessment outline
- A copy of your assessment piece, with any relevant passages/sections etc. highlighted
- A written analysis of how you think issues with groupwork contributed to a worse grade than you should have received, and how you tried to address it during the semester

How can you present this?

Your appeal statement could be structured under the following headings:

1. Your grounds: one or more chosen from the (Students) Regulation. In this instance, it's likely to be either:
“(b) the assessors failed to comply with the assessment procedures set out in the course description and accompanying assessment materials”; or
“(c) “the criteria set out in the course description and accompanying assessment materials were not applied fairly and appropriately”

2. What has happened: outline what has happened with the groupwork and assessment concerns, including what you did to try to address it during semester. 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 or messages etc,

Questions to ask when considering an application:

