



## Academic Appeals Form

Please, can you ensure that you read through the grounds of appeal before filling out the form? The following two grounds for appeal are:

- That the tutor/assessor marking the assessment did not mark, according to the criteria/paint marking system governing the course, or that some other material irregularity has occurred.
- Discrimination on the part of the tutor marking the assessment.

*(If the grounds are based on discrimination, the appeal will come to hold and the matter of discrimination will be investigated in line with our equal opportunity policy - this will be dealt with as a separate matter)*

Please fill in all relevant information on academic appeal form with evidence and submit at SBC reception or email at [info@severnbusinesscollege.com](mailto:info@severnbusinesscollege.com)

### Part 1

**Full Name:**

**Appeal Regarding:**

### **Appeal details**

Please provide details of what your appeal is about. Please provide as much detail as possible. If necessary you may attach an extra page to this form along with your evidence.

### **Authorisation**

I hereby authorise Severn Business College to proceed with the appeal.

**Signature:**

**Date**

**Part 2** (*Office use only*)

**Appeal Action**

The appeal received by:

**Appeal Outcome:**

Details of the outcome of the appeal:

**Authorisation:**

- This appeal process has been completed and all parties involved have been informed.
- This matter is still yet to be resolved.

Director Signature:

Date: