

Final Grade Appeals – Student Guide

Your appeal must meet one of the following grounds from [Regulation 5.3](#):

1. Failure of the Course Description to be explicit in the indication of the learning tasks the student is required to complete in the course
2. Failure of the Course Description to be explicit in the indication of how students will be assessed
3. Failure of the Course Description to be explicit in the indication of any other requirement of Academic Board
4. Failure by assessors to observe the assessment procedures set out in the Course Description
5. Failure to apply fairly and appropriately the criteria specified in the Course Description

Please be aware that putting your best work in is not grounds for a Final Grade Appeal, nor is having grounds for Special Consideration during semester but not applying.

Your Moodle engagement may be reviewed by your School when considering your Final Grade Appeal.

We recommend that you think about the problems you are identifying in your course, alongside reviewing your Course Description and what specifically happened this semester for you.

To do this, identify the specific part of the Course Description which was unclear or how the course delivery did not match the Course Description. You may need to browse other sources of information to supply as evidence, for example:

- Your Moodle shells
- Marking rubrics
- Emails with your teachers

When you submit your appeal, send it from your student email and ensure you include your student number in the email. We recommend including a list that describes each of your pieces of evidence in your appeal submission form, and you should try to compile your supporting evidence into a single PDF where possible. If you need to attach the documents separately, it's a good idea to clearly title each document to say what it is.

If you do not feel you can meet the grounds for a Final Grade Appeal, you may wish to consider your eligibility for a [Remission of Debt](#). Please do not hesitate to contact us to consider your options.

Prompts for writing your appeal:

- Were all your hurdle assessments clearly indicated in your Course Description?
- Were your marked assessments returned on time and with adequate feedback?
- Were your assessments delivered in the format the Course Description specified?
- Did you receive all the teaching hours and materials you expected?
- Did you receive clear and specific instructions on all your assessments?
- Were your classes delivered as your Course Description specified?
- What was the impact of the delivery of the course on your academic performance?