



## BBTS Examination Result Appeal Form

All appeals must be submitted via this form and submitted with evidence to [connor.cousins@bbts.org.uk](mailto:connor.cousins@bbts.org.uk) no later than 4 weeks post receipt of examination results.

Appeals after this period will not be accepted.

Appeals without evidence will not be considered.

### Advice for students

Appeals cannot be made simply on the basis of disagreeing with a mark you've been given, or as a challenge to academic judgement.

They must be based on at least one of the four grounds for appeal recognised by BBTS and Manchester University. All appeals must be supported by valid evidence and can be made on any one or combination of the grounds listed below:

1. Circumstances affected the student's performance, of which the Exam Board/ Programme Committee may not have been aware, and might have had a material effect on the decision;
2. A material administrative error or procedural irregularity in the assessment process causes significant doubt as to whether the decision might have been different had the irregularity not occurred;
3. There is evidence of prejudice or bias, or lack of proper assessment on the part of one or more of the examiners.
4. There is clear evidence of a technical fault either at the user's end connection (external evidence required from Internet Provider) and/or record logs of a site issue with the Moodle examination platform, which significantly impeded or prevented completion of the examination.

If you have grounds for appeal, you should consider carefully if this is the right course of action for you. On appeal, grades can go up, down, or stay the same.

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### You **must**:

- Complete **all** sections of this form in full (incomplete submissions will not be considered)
- State which of the grounds you are appealing against.
- Provide evidence to support your claim at time of submission (claims without evidence will not be considered)

<b>CANDIDATE ID Number</b> (eg. TSP/SCTS [number]):					
<b>DATE OF EXAMINATION</b> (Month /Year):					
<b>Exam results received:</b>	PAPER 1	PAPER 2	PAPER 3	PAPER 4	OVERALL MARK / GRADE
<b>Grounds being claimed</b>  (any one or a combination of)	<input type="checkbox"/> Circumstances affected the student's performance, of which the Exam Board/ Programme Committee may not have been aware, and might have had a material effect on the decision;				
	<input type="checkbox"/> A material administrative error or procedural irregularity in the assessment process causes significant doubt as to whether the decision might have been different had the irregularity not occurred;				
	<input type="checkbox"/> There is evidence of prejudice or bias, or lack of proper assessment on the part of one or more of the examiners.				
	<input type="checkbox"/> There is clear evidence of a technical fault either at the user's end connection (external evidence required from Internet Provider) and/or record logs of a site issue with the Moodle examination platform, which significantly impeded or prevented completion of the examination.				
<p><b>The appeals process is evidence-based and circumstances mentioned in the following student statement, including the impact on the student's studies, should be supported by independent evidence.</b></p> <p><b>It is the student's responsibility to provide such evidence to support their appeal at time of submission.</b></p>					
<b>Student Statement/</b> Additional information you think is relevant to your appeal					
<b>Have you provided evidence?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Please list the items you have provided as evidence</b>					
<b>Declaration:</b>	I declare that all of the information provided on and with this form is accurate and true. I understand and accept that BBTS reserves the right to independently confirm any evidence provided.				
	<b>Candidate signature:</b>			<b>Date:</b>	
<b>FOR OFFICE USE ONLY</b>					
Date appeal submitted:	Evidence Provided	Outcome of Appeal		Date student notified of outcome.	
	<input type="checkbox"/> Yes <input type="checkbox"/> No				