

## APPEAL FORM

For use to appeal against the decision by the Assessment Board of ESL. This form should be read in conjunction with the Appeals Procedure, a copy of which is available from the Programme Leader (programmeleader@elizabethschool.com or Santayana@elizabethschool.com)

|   |  |
|---|--|
| Name:   |  |
| Student No.   |  |
| Address:  |  |
| Telephone:  |  |
| Programme of Study:   |  |
| Year:<br>(1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> ) |  |
| Department:   |  |
| School of Study:  |  |

Please indicate here which grounds apply and then give full details on the following sheet(s).

|       |  |  |
|-------|--|--|
| (i)   | administrative error in the assessment process   |  |
| (ii)  | the assessment of the programme of study was not carried out in accordance with the relevant regulations or published programme material |  |
| (iii) | demonstrable prejudice or bias against the student by one or more examiners  |  |

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |

Complete this form and submit it to the Programme Leader within 15 working days of publication of your assessment results. Enclose any medical certificates or other documentary evidence material to the case.

If you require any further information, please contact:  
The Programme Leader

Email: [programmeleader@elizabethschool.com](mailto:programmeleader@elizabethschool.com) or [santayana@elizabethschool.com](mailto:santayana@elizabethschool.com)

**GROUNDS FOR APPEAL – ADMINISTRATIVE ERROR IN THE ASSESSMENT PROCESS**

“That there is evidence of an administrative error in the assessment process, to the extent that the assessment outcome would likely have been different had the error not occurred”.

Please give full details of grounds on which you are appealing below:

**GROUNDS FOR APPEAL – ASSESSMENT OF PROGRAMME NOT CARRIED OUT IN ACCORDANCE WITH RELEVANT REGULATIONS OR PUBLISHED PROGRAMME MATERIAL**

“That there is evidence that the assessment of the programme of study was not carried out in accordance with the relevant regulations or published programme material.”

Please give full details of grounds on which you are appealing below:

**GROUNDS FOR APPEAL – DEMONSTRABLE PREJUDICE OR BIAS BY ONE OR MORE EXAMINERS**

“That there is evidence of demonstrable prejudice or bias against the student by one or more examiners”.

Please give full details of grounds on which you are appealing below: