**Student Appeal to Faculty Student Appeals Committee**

**Response from School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Student Information

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| Name: |  | Student ID: |  |
| Response by: |  | Position: |  |

### Ground of Appeal

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| **New Evidence** | |
| Was the School aware of this Information? |  |
| Did the student make any attempt to inform the School of any exceptional circumstances? If so provide details. |  |

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| **Procedural Irregularity** | |
| Is there any evidence that a procedural irregularity took place? |  |
| Is there evidence that the procedural irregularity impacted on the student Performance? |  |

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| **Inadequate Supervision** | |
| Did the student inform the School of any concerns regarding inadequate supervision prior to submitting the appeal? If so, give details. |  |

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| **Additional Information** | |
| Exceptional Circumstances: How does the School inform students of the Exceptional Circumstances procedure? |  |
| Has the student used the Exceptional Circumstances procedure in the past, either for exams or for coursework? |  |
| Did the School set its own deadline for the submission of exceptional circumstances applications? If so, please provide evidence of how students were informed of the date. |  |
| Was the student invited to a School Support Meeting and did they attend? |  |
| If the School raises ‘fit to sit’ in its response, please provide evidence of how students were informed of the implications of ‘fit to sit’. |  |

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| **Documentation Included** | |
| A copy of any relevant application for exceptional circumstances (including supporting documentation) |  |
| A redacted copy of the minute of the Board of Examiners’ decision if the student’s case was specifically discussed at the Board meeting |  |
| A copy of the letter notifying the student of the decision of the Board of Examiners and/or their request for exceptional circumstances |  |
| A copy of the module/programme specification or School Handbook if it will assist FSAC in understanding the context of the decision of the Board of Examiners. |  |
| Copies of the records from any Student Support Meetings attended by student |  |
| Copies of emails or other information sent to the students regarding the School’s ‘fit to sit’ policy, if applicable |  |
| Student Handbook |  |
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| **Additional Statement** |
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