**REPRESENTATIONS TO THE VICE-CHANCELLOR IN RESPECT OF A REVIEW OF THE ASSESSMENT DECISION OF THE BOARD OF EXAMINERS (UPR AS12)**

**NOTES FOR GUIDANCE AND REPRESENTATION REQUEST FORM**

* In the event that a request for a review of the decision of a Board of Examiners is either dismissed by the Dean of School (or nominee) or the decision of the Board of Examiners remains unaltered then a candidate may, in limited circumstances, make representations to the Vice-Chancellor. Representations to the Vice-Chancellor are covered by UPR AS12, Appendix I v12.1. You are advised to read the whole document, but these notes provide a summary. This document is published on-line at the following location:

[AS12-apx1-Ass-Exams-Regs-for-Candidates-including-Appeals-Proc-UH.pdf](https://www.herts.ac.uk/__data/assets/pdf_file/0005/233528/AS12-apx1-Ass-Exams-Regs-for-Candidates-including-Appeals-Proc-UH.pdf)

* **Representations to the Vice-Chancellor can only be received if they are in writing on the** **appropriate representation form** and that this form is lodged with the Student Procedures Co-ordinator. With regard to the requirement to submit requests using the appropriate form, the University will make reasonable adjustments for disabled students.
* Representations to the Vice-Chancellor must be received within ten(**10**) working days of the outcome (not the date of receipt of that outcome) of the request to the Dean of School for a review.
* **Representations to the Vice-Chancellor can be made only on the grounds that exceptional circumstances apply but it must be emphasised that any submission to the Vice- Chancellor should not be regarded as merely another opportunity to present the same arguments as those submitted to the Dean of School (UPR AS12, Appendix I, section 5.7.3, refers).**
* Before making such representation, the candidate is strongly advised to seek the guidance of the Dean of School (or nominee) and/or Hertfordshire Students’ Union (UPR AS12, Appendix I, section 5.7.2, refers).
* **In accordance with UPR AS12, Appendix I, section 5.7.1, representations to the Vice-Chancellor should only be made if the candidate believes:**

1. that the correct procedure has not been followed and/or

1. that all the relevant circumstances have not been considered and/or
2. that there is new evidence not previously considered by the Dean of School.

* The Vice-Chancellor (or nominee) will review all the evidence and assess whether any of the exceptional circumstances mentioned above apply. **The Vice-Chancellor’s (or nominee’s) decision will not be based on a consideration of the academic judgment of the Board of Examiners.**

* The Vice-Chancellor (or nominee) cannot change the decision of a Board of Examiners but if exceptional circumstances do apply then the Vice-Chancellor (or nominee) may refer the matter back to the Board of Examiners for further consideration or, at his or her absolute discretion, may establish an Examinations Appeal Panel.
* The Board of Examiners will not normally change the mark of an assessment but, on further consideration, it may allow the candidate the chance to re-sit the examination/resubmit an assignment. The outcome of any re-assessment may be a capped or uncapped mark depending on the circumstances.
* If the Vice-Chancellor (or nominee) does not accept the representation, then the candidate will be advised of any possible further stages of appeal.

January 2020

**REPRESENTATIONS TO THE VICE-CHANCELLOR IN RESPECT OF A REVIEW OF THE ASSESSMENT DECISION OF THE BOARD OF EXAMINERS (UPR AS12)**

**REPRESENTATION REQUEST FORM**

* Students are STRONGLY ADVISED to read the attached Notes for Guidance before completing representations.
* Students are also ADVISED to read the full regulation (UPR AS12, Appendix I) before submitting this form.

[AS12-apx1-Ass-Exams-Regs-for-Candidates-including-Appeals-Proc-UH.pdf](https://www.herts.ac.uk/__data/assets/pdf_file/0005/233528/AS12-apx1-Ass-Exams-Regs-for-Candidates-including-Appeals-Proc-UH.pdf)

* Support and guidance can be sought from the Dean of School (or nominee) and/or Hertfordshire Students’ Union.

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| **Personal Details (please print):**  Student Name:  Student Number:  Correspondence Address:  Contact Number:  E-mail Address:  Programme of Study:  Module(s) Title:  Module(s) Code:  Date of Examination/Coursework Submission:  Date of Board of Examiners at which the decision/recommendation was made:  Chair of Board of Examiners (if known):  Date of Decision of Dean of School: | |
| **Grounds for your Representation:**  **Please indicate which one (or more) of the exceptional circumstances detailed in UPR AS12, Appendix I section 5.7.1 and the notes for guidance is the basis of your representation (representation not answering this question cannot be considered):**  **Please circle:**   1. **that the correct procedure has not been followed and/or** 2. **that all the relevant circumstances have not been considered and/or** 3. **that there is new evidence not previously considered by the Dean of School**. |
| **Please explain the reason for your representation. Where you refer to supporting evidence, please number those documents. You may continue on a separate sheet if necessary.**  **Please list and number documents that you are providing as supporting evidence. These documents must include your original request to the Dean of School and the response to that request.** |

Signature: ………………………………….

Date: ………………………………………

**Please submit the completed form to:**

**Student Procedures Co-ordinator**

**University of Hertfordshire**

**Dean of Students**

**Room B440**

**College Lane**

**Hatfield**

**Hertfordshire**

**AL10 9AB**

**E-mail:** [**studentprocedures@herts.ac.uk**](mailto:studentprocedures@herts.ac.uk)

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| For Office use only  Date representation received:  Vice-Chancellor (or nominee) decision:  ☐ Refer back to Board of Examiners/  ☐ Representation declined/  ☐ Establish an Examinations Appeal Panel  Date of Vice-Chancellor (or nominee) decision:  Outcome if referred back to the Board of Examiners or EAP established:  Date of outcome: |