

Portal FAQs 2016-17

For Requests for Reconsideration, Academic Appeals, and Academic Irregularity Appeals

How do I create a Request for Reconsideration (R4R)?

Log in to the portal and select the **Request for Reconsideration** tab. Click "Raise a new Request for Reconsideration."

How do I fill in the dates of the period when my work was affected?

Click on the calendar icon and select the correct date.

Which academic year do I choose for my R4R?

You have the option of selecting the current academic year or the previous academic year. Please select the year of the results which you would like reconsidered.

How do I fill in the Request for Reconsideration details fields?

Grounds for submission: You can make your application on one or both grounds described here. Please note that dissatisfaction with your result in an assessment, module, or final award is not grounds for submitting an R4R.

Describe your circumstances: This box is a required field. If you selected Ground A, please describe the error or irregularity that you believe has occurred during the assessment process. If you selected Ground B, please describe the new material information you have and explain why you were unable to disclose it previously. The maximum entry for this box is 4000 characters (*not 4000 words*), and the form may not submit properly if you exceed this length. If you would like to include additional information with your R4R, please save it in a Word document and upload it with your application. (See "How do I upload evidence for my R4R?" below.)

Describe the outcome you are seeking: This box is a required field. Please request an outcome here. The maximum entry for this box is 4000 characters (*not 4000 words*), and the form may not submit properly if you exceed this length.

How do I fill in the Circumstances details fields for my R4R?

Are your circumstances due to a disability or a long term health condition which has occurred for 12 months or more? This question is required so you must select yes or no.

Is there any more information that you have previously submitted to us, or which is missing, that you would like us to consider alongside this Request for Reconsideration?

This field is not required so you do not need to type anything in it.

Your R4R must be submitted within the timescale as set out in the regulations. If you have not met this deadline, please provide reasons for the late submission: Your R4R application must be submitted "not later than **10 working days** from the date of electronic posting of the student's results" (Section 17B, paragraph 6.2). If you have not met this deadline you must explain why. Please note that this timescale has changed; students had 15 working days under the 2015-16 regulations.

How do I select affected assessments for my R4R?

You will see a table of your assessments. Select the box next to each assessment which has been affected by your situation.

How do I add details to affected assessments for my R4R?

Did you submit the work or complete the exam? This question is required so you must select yes or no.

Further details: This field is not required but you can add more information about your assessment here if necessary.

How do I upload evidence for my R4R?

To upload a document, select *Browse*. A dialogue box will open. Select your file from the box and click *Open*. The document's location will appear in the address bar. Click *Upload file*. Please note

that the maximum file size is 10MB per document. If you attempt to upload a document that exceeds 10MB, the form may not submit properly.

How do I withdraw my R4R application?

Log in to the portal and select the R4R tab. You will see a table of the R4R applications you have created. Select "View" next to the R4R you want to withdraw. In the bottom right corner you will see a panel with the R4R details, and below that an option for "Withdraw Request for Reconsideration." Click the link. You will be prompted to withdraw your R4R: "Are you sure you want to withdraw this Request for Reconsideration?" Select Yes. You should then see a confirmation message in green and you should also receive confirmation by email of the withdrawal.

How do I create an Academic Appeal?

Log in to the portal and select the **Academic Appeals** tab. Click "Raise a new Appeal."

How do I fill in the dates of the period when my work was affected?

Click on the calendar icon and select the correct date.

Which academic year do I choose for my Academic Appeal?

You have the option of selecting the current academic year or the previous academic year. Please select the year of the Request for Reconsideration which you would like to appeal.

How do I fill in the Appeal details fields?

Key points of Appeal: This box is a required field. Please summarise your application here. The maximum entry for this box is 4000 characters (*not 4000 words*), and the form may not submit properly if you exceed this length. If you would like to include additional information with your Appeal, please save it in a Word document and upload it with your application. (See "How do I upload evidence for my Academic Appeal?" below.)

Grounds for submission: You can make your application on one or both grounds described here. Please note that dissatisfaction with your result in an assessment, module, or final award is not grounds for submitting an Academic Appeal.

Describe your circumstances: This box is a required field. If you selected Ground A, please describe how the University failed materially to follow its procedures during the appeals process. If you selected Ground B, please describe the new material information you have and explain why you were unable to disclose it previously. The maximum entry for this box is 4000 characters (*not 4000 words*), and the form may not submit properly if you exceed this length. If you would like to include additional information with your Appeal, please save it in a Word document and upload it with your application. (See "How do I upload evidence for my Academic Appeal?" below.)

Describe the outcome you are seeking: This box is a required field. Please request an outcome here. The maximum entry for this box is 4000 characters (*not 4000 words*), and the form may not submit properly if you exceed this length.

How do I fill in the Circumstances details fields for my Academic Appeal?

Are your circumstances due to a disability or a long term health condition which has occurred for 12 months or more? This question is required so you must select yes or no.

Is there any more information that you have previously submitted to us, or which is missing, that you would like us to consider alongside this Academic Appeal? This field is not required so you do not need to type anything in it.

Your Academic Appeal must be submitted within the timescale as set out in the regulations. If you have not met this deadline, please provide reasons for late submission: Your Academic Appeal application must be submitted "not later than **10 working days** from the date of last communication from the University in relation to the R4R in respect of either the decision of the Board of Examiners or the decision of the RP, whichever is the most recent, to the last address given on the student's file" (Section 17B, paragraph 10.1). If you have not met this deadline you must explain why. Please note that this timescale has changed; students had 20 working days under the 2015-16 regulations.

How do I select affected assessments for my Academic Appeal?

You will see a table of your assessments. Select the box next to each assessment which has been affected by your situation.

How do I add details to affected assessments for my Academic Appeal?

Did you submit the work or complete the exam? This question is required so you must select yes or no.

Further details: This field is not required but you can add more information about your assessment here if necessary.

How do I upload evidence for my Academic Appeal?

To upload a document, select *Browse*. A dialogue box will open. Select your file from the box and click *Open*. The document's location will appear in the address bar. Click *Upload file*. Please note that the maximum file size is 10MB per document. If you attempt to upload a document that exceeds 10MB, the form may not submit properly.

How do I withdraw my Academic Appeal application?

Log in to the portal and select the **Academic Appeals** tab. You will see a table of the Academic Appeals applications you have created. Select "View" next to the Academic Appeal you want to withdraw. In the bottom right corner you will see a panel with the Academic Appeal details, and below that an option for "Withdraw appeal." Click the link. You will be prompted to withdraw your Academic Appeal: "Are you sure you wish to withdraw this Appeal?" Select Yes. You should then see a confirmation message in green and you should also receive confirmation by email of the withdrawal.

How do I create an Academic Irregularity Appeal?

Log in to the portal and select the **Academic Irregularity Appeals** tab. Click "Raise a new Academic Irregularity Appeal."

Which academic year do I choose for my Academic Irregularity Appeal?

You have the option of selecting the current academic year or the previous academic year. Please select the year in which you took the assessment against which an allegation of irregularity was made.

How do I fill in the Appeal details fields?

Grounds for submission: This field is required so you must fill it in. You can make your appeal on one or more of the grounds described here.

Key points of Appeal: This box is a required field. Please summarise your application here. The maximum entry for this box is 4000 characters (*not 4000 words*), and the form may not submit properly if you exceed this length. If you would like to include additional information with your application, please save it in a Word document and upload it with your application. (See "How do I upload evidence for my Academic Irregularity Appeal?" below.)

Describe the outcome you are seeking: This box is a required field. Please request an outcome here. The maximum entry for this box is 4000 characters (*not 4000 words*), and the form may not submit properly if you exceed this length.

How do I fill in the Circumstances fields?

Is there any more information that you have previously submitted to us, or which is missing, that you would like us to consider alongside this Appeal? This field is not required so you do not have to type anything in it.

Your Appeal must be submitted within the timescale as set out in the regulations. If you have not met this deadline, please provide reasons for late submission: Your Academic Irregularity Appeal must be submitted "within **10 working days** from the date of the letter notifying them of the SAIP decision" (Section 17C, paragraph 15.4). If you have not met this deadline you must explain why.

How do I select affected assessments for my Academic Irregularity Appeal?

You will see a table of your assessments. Select the box next to each assessment against which an allegation of academic irregularity was made or upheld.

How do I add details to affected assessments for my Academic Irregularity Appeal?

Further details: This field is not required but you can add more information about your assessment here if necessary.

How do I upload evidence for my Academic Irregularity Appeal?

To upload a document, select *Browse*. A dialogue box will open. Select your file from the box and click *Open*. The document's location will appear in the address bar. Click *Upload file*. Please note that the maximum file size is 10MB per document. If you attempt to upload a document that exceeds 10MB, the form may not submit properly.

How do I withdraw my Academic Irregularity Appeal application?

Log in to the portal and select the **Academic Irregularity Appeals** tab. You will see a table of the Academic Irregularity Appeals applications you have created. Select "View" next to the Academic Irregularity Appeal you want to withdraw. In the bottom right corner you will see a panel with the Academic Irregularity Appeal details, and below that an option for "Withdraw appeal." Click the link. You will be prompted to withdraw your Academic Irregularity Appeal: "Are you sure you wish to withdraw this Academic Irregularity Appeal?" Select *Yes*. You should then see a confirmation message in green and you should also receive confirmation by email of the withdrawal.