

ACADEMIC APPEALS

STUDENT USER GUIDE

Table of Contents

1. Introduction	4
2. Raise Academic Appeal Case.....	5
2.1. Create New Academic Appeals Case	5
2.1.1. Open a New Case	5
2.2. Submitting an Academic Appeal Case	8
2.2.1. Manage Assessments.....	8
2.2.2. Manage Mitigating Circumstances Linked to a Case	10
2.2.3. Add Evidence and Information	11
2.2.4. Submit Case	16
3. Manage Your Case	16
3.1. Find and Select Academic Appeal in Case List.....	16
3.1.1. View History	17
3.2. Request a Review	18
3.3. Stage 3 Request for Appeal Hearing.....	20
3.4. Respond to Meeting Invite	22

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1. Introduction

The Academic Appeals process is managed in e: Vision.

This document details the e:Vision process for raising and updating Academic Appeals.

You will be able to access your appeals cases via the *Academic Appeals Case List* where it will be possible to view the current stage and status of your case. Additionally, you will receive email notifications at various points during the online appeals process as a prompt to log in to e: Vision to view or update details of your case.

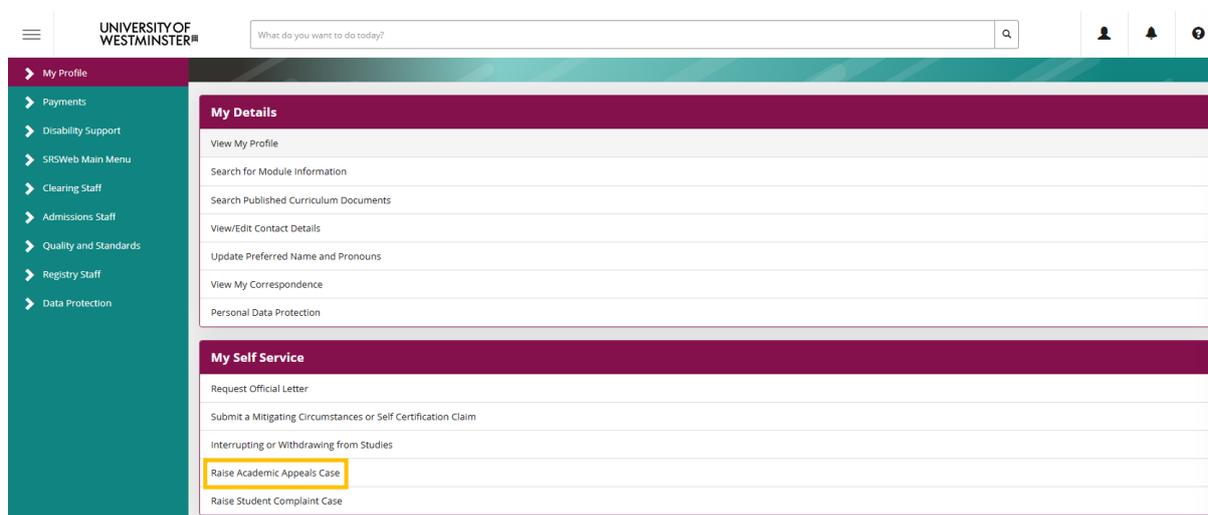
2. Raise Academic Appeal Case

An academic appeal may be raised via the online process where you believe you have a valid case, based on evidence, that there has been a material irregularity in the assessment process or in the Mitigating Circumstances (MC) process. A material irregularity means the University has not acted in accordance with its own regulations or procedures, or where an error has been made in the processing of a decision.

2.1. Create New Academic Appeals Case

2.1.1. Open a New Case

1. Log on to e: Vision and select the **Raise Academic Appeals Case** link in My Profile > My Self-Service section of the page:



2. The system displays the *Raise Academic Appeal Case* page which is divided into 3 sections:

- Section 1: Provides information regarding
 - conditions which must be met in the process of raising an appeal
 - advice on who to contact for support in the process
 - location of the academic appeals regulations by which the university abides
 - possible appeal outcomes and recourse available to a student per outcome
 - student and course details:
 - *Student Code*
 - *Student Name*
 - *School*
 - *College*
 - *Course*
- Section 2: Allows you to add grounds for appeal

- Section 3: Allows you to add a statement supporting an appeal



All the fields for completion in sections 2 and 3 are mandatory.

3. Select *Grounds for Appeal* from the options displayed:

Academic Appeal Landing page

Process

The following questions will ensure you follow the correct procedure so your academic appeal can be considered. Please answer the questions carefully. All questions marked with * are mandatory

On what grounds are you submitting your appeal*

Please select...

- Please select...
- Material Irregularity in the Assessment Process
- Material Irregularity in the Mitigating Circumstances Process
- Material Irregularity in both the Assessment and Mitigating Circumstances processes

If you select “Material Irregularity in both the Assessment and Mitigating Circumstances Process” ensure you select the correct information under both following questions:

Academic Appeal Landing page

Process

The following questions will ensure you follow the correct procedure so your academic appeal can be considered. Please answer the questions carefully. All questions marked with * are mandatory

On what grounds are you submitting your appeal*

Material Irregularity in both the Assessment and Mitigating Circumstances processes

To submit an academic appeal on this ground you need to have confirmed results and completed the MC process (received the outcome of your first and second MC claim from the MC Board). If you have not met both these criteria, please choose an alternative ground from the dropdown above.

Appealing the Assessment Process

The following questions will ensure you follow the correct procedure so your academic appeal can be considered. Please answer the questions carefully

Where have you received your results?*

Please select...

- Please select...
- Provisional Result on Blackboard
- Confirmed module result published on My Student Profile

Appealing the Mitigating Circumstances Process

The following questions will ensure you follow the correct procedure so your academic appeal can be considered. Please answer the questions carefully

Have you submitted a claim for mitigating circumstances?*

Please select...

Go Back

Academic Appeal Landing page

Process

The following questions will ensure you follow the correct procedure so your academic appeal can be considered. Please answer the questions carefully. All questions marked with * are mandatory

On what grounds are you submitting your appeal*

Material Irregularity in both the Assessment and Mitigating Circumstances processes

To submit an academic appeal on this ground you need to have confirmed results and completed the MC process (received the outcome of your first and second MC claim from the MC Board). If you have not met both these criteria, please choose an alternative ground from the dropdown above.

Appealing the Assessment Process

The following questions will ensure you follow the correct procedure so your academic appeal can be considered. Please answer the questions carefully

Where have you received your results?*

Please select...

Appealing the Mitigating Circumstances Process

The following questions will ensure you follow the correct procedure so your academic appeal can be considered. Please answer the questions carefully

Have you submitted a claim for mitigating circumstances?*

Please select...

- Please select...
- Yes
- No

Go Back

4. Enter information under both *Statement* questions to include *Reason for the appeal* and *Proposal of how the appeal can be resolved to your satisfaction*.

Statement

You must state clearly the reason why you are appealing and give specific details of the alleged irregularity. *
Please be assured that any information you give us will be treated sensitively and in the strictest confidence.

How do you propose your appeal can be resolved to your satisfaction?

If an appeal is upheld the decision will be in line with the Handbook of Academic Regulations. Normally the appeal process cannot alter or amend published regulations.

5. Select the **Proceed** button at the foot of the page once all information has been completed.



The system displays the *Appeal – View Case* page where it is possible to add further information to support the appeal before submitting it (i.e. the module assessment(s) believed to have a material irregularity and/or supporting evidence).

2.2. Submitting an Academic Appeal Case

The *Appeal –View Case* page is divided into 4 sections:

- **Section 1:** Provides student and course details
- **Section 2:** Provides case information to include *Case ID* and *Status*, and *Allocated to* (which staff member is managing the case) and provides the option to add module assessments and link to mitigating circumstance claims
- **Section 3:** Allows you to enter *Information and Evidence* to support your case
- **Section 4:** Allows you to submit the case.

2.2.1. Manage Assessments

1. Select **Manage Assessments** button in the *Appeals Details* section of the *Case Summary* page.

Stage 1 Appeal Details

Case ID SC_AA_13984171_001

Created Date 27 November 2025 **Appeal Grounds** there has been a material irregularity in the assessment process

Statement This is my statement.

Resolution This is how I propose my appeal is resolved to my satisfaction.

[Edit statement](#)

Status Unsubmitted

Allocated to Unallocated

Assessments - those which are believed to have a material irregularity*.

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
-----------------------	---------------	--------------------	--------------------------	--------------------------

Mitigating Circumstances - those which are believed to have a material irregularity*.

MC ID	Status	Submission date	Ac Year	Module/Assessments
-------	--------	-----------------	---------	--------------------

You have no mitigating circumstances to select because you have not submitted a claim during the academic year and should seek advice from their Campus Registry Office if you believe this is an error.

* A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

[Manage Assessments](#)

The system displays the *Add Assessment* page which contains all the assessments taken by module.

2. Select **Add Assessment** link in the *Action* column to add the assessment(s) to be considered under the case.



It is possible to multi-select assessments.

Case Details			
Case ID:	SC_AA_13984171_001	Student	TEST19 TESTSRS19 (13984171)
School	Humanities	College	Liberal Arts and Sciences
Course	CCAV BA Test Course	Name of Course Leader	Susanna Verdon

Module Code	Module Name	Assessment Name	Assessment Year	Assessment Sequence	Type	Re-Assess Year	Re-Assess Sequence	Attempt	Attempt Completed	Action	Status
SRSTST401	SITS Test 401	Coursework	2025/6	001	Initial Assessment	N/A	N/A	1	0	Add Assessment	Not Added to Case
SRSTST401	SITS Test 401	Test	2025/6	002	Initial Assessment	N/A	N/A	1	0	Add Assessment	Not Added to Case
SRSTST402	SITS Test 402	Coursework	2025/6	001	Initial Assessment	N/A	N/A	1	0	Add Assessment	Not Added to Case
SRSTST402	SITS Test 402	Test	2025/6	002	Initial Assessment	N/A	N/A	1	0	Add Assessment	Not Added to Case
SRSTST403	SITS Test 403	Coursework	2025/6	001	Initial Assessment	N/A	N/A	1	0	Add Assessment	Not Added to Case
SRSTST403	SITS Test 403	Test	2025/6	002	Initial Assessment	N/A	N/A	1	0	Add Assessment	Not Added to Case
SRSTST404	SITS Test 404	Coursework	2025/6	001	Initial Assessment	N/A	N/A	1	0	Add Assessment	Not Added to Case
SRSTST404	SITS Test 404	Test	2025/6	002	Initial Assessment	N/A	N/A	1	0	Add Assessment	Not Added to Case

[Back](#)

For each module assessment added, the system updates

- the *Action* to **Remove Assessment**
- the *Status* to *Assessment Added to the CASE*

Module Code	Module Name	Assessment Name	Assessment Year	Assessment Sequence	Type	Re-Assess Year	Re-Assess Sequence	Attempt	Attempt Completed	Action	Status
SRSTST401	SITS Test 401	Coursework	2025/6	001	Initial Assessment	N/A	N/A	1	0	Remove Assessment	Assessment Added to CASE

The changes are automatically saved.

Note: To de-select an assessment, select **Remove Assessment** in the *Action* column.

3. Select **Back** button to return to the *Appeal –View Case* page.

The system displays assessment(s) added in the *Assessments* table in the *Appeal Details* section of the page.

Stage 1 Appeal Details

Case ID SC_AA_13984171_001

Created Date 27 November 2025 **Appeal Grounds** there has been a material irregularity in the assessment process

Statement This is my statement.

Resolution This is how I propose my appeal is resolved to my satisfaction.

[Edit statement](#)

Status Unsubmitted

Allocated to Unallocated

Assessments - those which are believed to have a material irregularity*.				
Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
SRSTST401 - SITS Test 401	Tayo Maduaka	Coursework	50	Undefined

2.2.2. Manage Mitigating Circumstances Linked to a Case

If a mitigating circumstances claim has been submitted during the academic year it is possible to link it to the Academic Appeal.

1. Select **Manage Mitigating Circumstances** button in the *Appeals Details* section of the *Appeal – View Case* page.

Assessments - those which are believed to have a material irregularity*.				
Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
SRSTST401 - SITS Test 401	Tayo Maduaka	Coursework	50	Undefined

Mitigating Circumstances - those which are believed to have a material irregularity*.				
MC ID	Status	Submission date	Ac Year	Module/Assessments

* A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

Manage Assessments	Manage Mitigating Circumstances
------------------------------------	---

The system displays the *Add Mitigating Circumstances* page which contains all Mitigating Circumstances cases associated to your student record for the academic year.

2. Select the **Add Mitigating Circumstance** link in the *Action* column to add the record(s) to be considered under the case.



It is possible to multi-select records.

Case Details			
Case ID:	SC_AA_10958124_002	Student	TEST13 TESTSRS13 (10958124)
School	Humanities	College	Liberal Arts and Sciences
Course	CCAV BA Test Course	Name of Course Leader	Susanna Verdon

MC ID	Status	Submission date	Ac Year	Module/Assessments	Action	Status
SC-10958124-002	Mitigating Circumstance Process Complete	2026-01-23	2025/6	SITS Test 401 - Coursework	Add Mitigating Circumstance	Not Added to Case

For each Mitigating Circumstances case added, the system updates

- the *Action* to **Remove Mitigating Circumstance**
- the *Status* to **Added to the CASE**

MC ID	Status	Submission date	Ac Year	Module/Assessments	Action	Status
SC-10958124-002	Mitigating Circumstance Process Complete	2026-01-23	2025/6	SITS Test 401 - Coursework	Remove Mitigating Circumstance	Added to CASE

The changes are automatically saved.

Note: To de-select a Mitigating Circumstances record, select **Remove Mitigating Circumstance** in the *Action* column.

3. Select the **Back** button to return to the *Appeal –View Case* page.

The system displays associated Mitigating Circumstance record(s) in the *Appeal Details* section of *Appeal –View Case* page.



Mitigating Circumstances - those which are believed to have a material irregularity*.				
MC ID	Status	Submission date	Ac Year	Module/Assessments
SC-10958124-002	Mitigating Circumstance Process Complete	2026-01-23	2025/6	SITS Test 401 - Coursework

* A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

[Manage Assessments](#)

[Manage Mitigating Circumstances](#)

2.2.3. Add Evidence and Information

1. Select **Add Evidence and Information** button in the *Information & Evidence* section of the *Appeal – View Case* page.

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.

Submitted by	Date/Time	Note	Files
<div style="display: flex; justify-content: space-between;"> Add Evidence and Information View History </div>			

The system displays a *Note* field and the options to

- Option 1: **Save Note** (i.e. Add a *Note* into the *Note* field without attaching supporting files)
- Option 2: **Save Note & Upload Files** (i.e. Add a *Note* and attach supporting files)

Enter narrative text into the *Note* field.

Case Details

Case ID: SC_AA_13984171_002	Student: TEST19 TESTSRS19 (13984171)
School: Humanities	College: Liberal Arts and Sciences
Course: CCAV BA Test Course	Name of Course Leader: Susanna Verdon
Stage: 1	

Note

Back
Save Note
Save Note & Upload Files



Back button returns to the *Appeal – View Case* page.

2.2.3.1. Add a Note

1. Select **Save Note**

The system saves the *Note* and returns to the *Appeal – View Case* page where it is displayed in the Information and Evidence section of the page.

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.

Submitted by	Date/Time	Note	Files
TESTSRS19, TEST19	27/Nov/2025 15:19:18	This is specific evidence regarding my case.	No Documents Uploaded

Add Evidence and Information
View History

2.2.3.2. Add a Note and Attach File(s)

1. Select **Save Note & Upload Files**

The system displays the *Upload Evidence* page:

 You must enter text in the *Note* field before uploading any files. This should include a description of the file(s).

2. Select **Upload Document**.

Upload Evidence

Case Details			
Case ID:	SC_AC_13984171_001	Student	TEST19 TESTSRS19 (13984171)
School	Humanities	College	Liberal Arts and Sciences
Course	CCAV BA Test Course	Name of Course Leader	Susanna Verdon
Stage	2		

Your Note This is evidence and documentation specific to my case.

Please upload all evidence you wish to be considered with your Complaint case, including any witness statements. All evidence must be included at the time of submission.

Document List

- No Documents Uploaded

Upload Document

Next

The system displays the *File Uploader* page:

3. Select **Browse My Computer** to find the file to upload:

Upload - Academic Appeals and Student Complaints

Maximum file size: 9.765625Mb

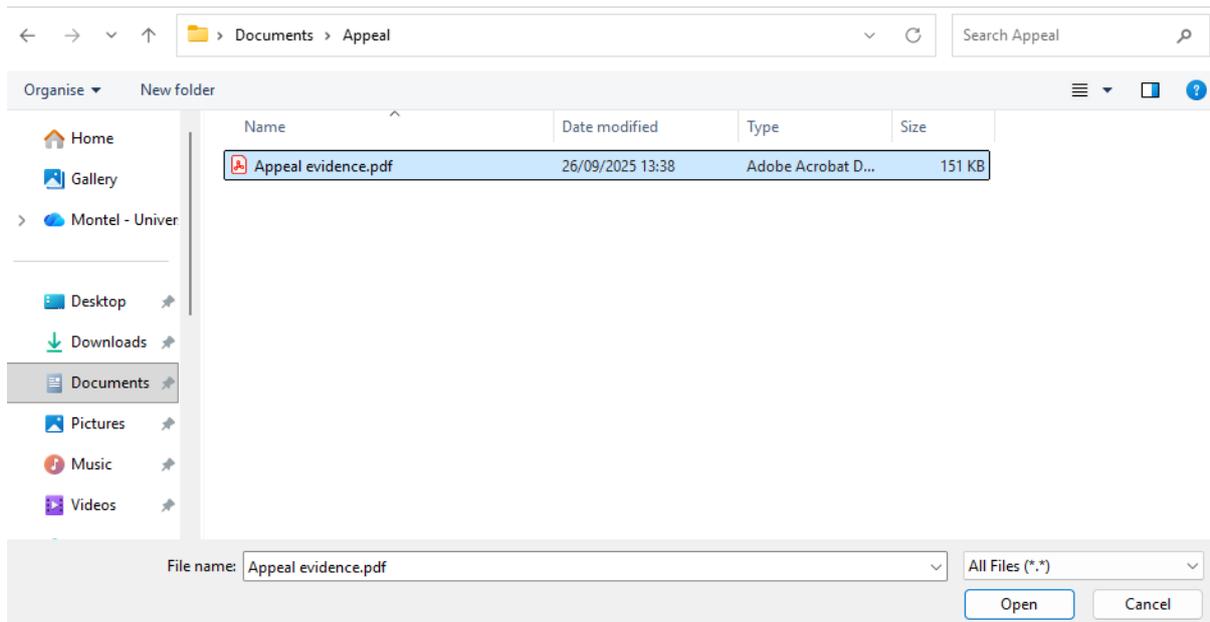
Allowable file extensions: DOC, DOCX, GIF, JFIF, JPE, JPEG, JPG, MP4, MPG4, ODI, PDF, PNG, TIF, TIFF, XLS, XLSX

File uploader

Browse My Computer

Upload

Return to previous page

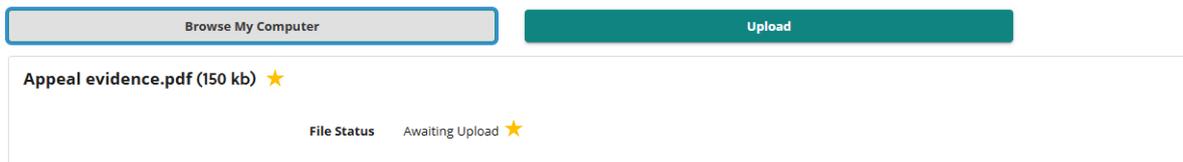


- 4. Select **Open** to add the selected file
- 5. The system displays the file name in the *File Uploader* page in a state of *Awaiting Upload*

Upload - Academic Appeals and Student Complaints

Maximum file size: 9.765625Mb
Allowable file extensions: DOC, DOCX, GIF, JFIF, JPE, JPEG, JPG, MP4, MPG4, ODI, PDF, PNG, TIF, TIFF, XLS, XLSX

File uploader

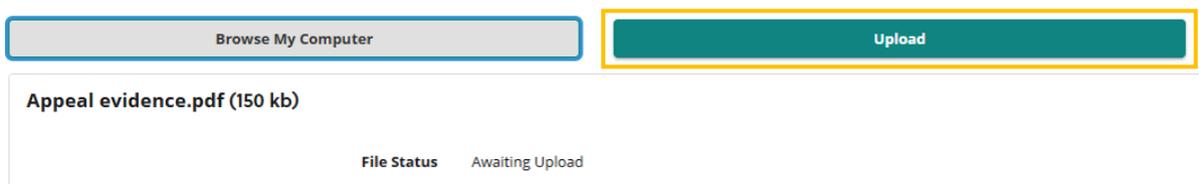


[Return to previous page](#)

 The file is **not** yet attached to the case.

- 6. Select **Upload** to attach the file to the case

File uploader



The system displays the file with a status of *100% Successfully Uploaded*

Upload - Academic Appeals and Student Complaints

Maximum file size: 9,765625Mb
Allowable file extensions: DOC, DOCX, GIF, JFIF, JPE, JPEG, JPG, MP4, MPG4, ODI, PDF, PNG, TIF, TIFF, XLS, XLSX

File uploader

Appeal evidence.pdf (150 kb) ▼

File Status Successfully Uploaded 100%

It is possible to add as many files related to the *Note* as required.



7. Select **Return to previous page** to view the *Upload Evidence* page which contains *Your Note* and the *Document List* (the file(s) you have uploaded).

Upload Evidence

Case Details

Case ID: SC_AC_13984171_001	Student: TEST19 TESTSRS19 (13984171)
School: Humanities	College: Liberal Arts and Sciences
Course: CCAV BA Test Course	Name of Course Leader: Susanna Verdon
Stage: 2	

Your Note This is evidence and documentation specific to my case.

Please upload all evidence you wish to be considered with your Complaint case, including any witness statements. All evidence must be included at the time of submission.

Document List

- Appeal evidence.pdf - Delete Document



It is possible to add as many files to the *Note* as required via the **Upload Document** button.



It is also possible to delete a file before clicking the Next button by selecting the option **Delete Document** (beside the file name).

Document List

- Appeal evidence.pdf - **Delete Document**

8. Select **Next** to return to the *Appeal – View Case* page.

The system uploads the information and evidence to the case and displays the *Note*:

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Complaint click "History" below.

Submitted by	Date/Time	Note	Files
TESTSRS19, TEST19	27/Nov/2025 11:47:04	This is specific evidence regarding my case	No Documents Uploaded
TESTSRS19, TEST19	27/Nov/2025 11:48:18	This is evidence and documentation specific to my case.	Appeal evidence.pdf

[Add Evidence and Information](#)
[View History](#)

Only *Notes* for the active stage are displayed on the *Appeal – View Case* page. The **View History** button will be useful later in the Academic Appeals process, to view all *Notes* that have been added by stage, select to **View History**.



2.2.4. Submit Case

1. Select the **Submit to Academic Standards Team** button in the *Submit Case* section of the *Appeal – View Case* page.

SUBMIT CASE

You may now submit this case to the Academic Standards Team. Please **ENSURE** you have uploaded any/all documents that are needed to support your Appeal, Academic Standards cannot process cases with insufficient evidence to support your claim.

[Submit to Academic Standards Team](#)

Note: The Academic Standards Manager will review your appeal request and determine whether or not there is evidence of permissible grounds. You will be notified of their decision within **20 working days** of receipt of the appeal.

3. Manage Your Case

You can view your Academic Appeal cases via the *Academic Appeals Case List* on e:Vision where it is possible to search a case if you have a number of open cases.

3.1. Find and Select Academic Appeal in Case List

1. Log on to e: Vision and select the *View Existing Academic Appeals Cases* link in My Profile > My Self-Service section of the page:

The screenshot shows the University of Westminster student portal. The top navigation bar includes the university logo, a search bar, and user icons. The left sidebar shows 'My Profile' and 'Disability Support'. The main content area is divided into two sections: 'My Details' and 'My Self Service'. The 'My Self Service' section contains several links, with 'View Existing Academic Appeals Cases' highlighted in yellow.

The system displays the *Appeals Case List* which contains all Academic Appeals cases linked your student record. From here you can track the *Stage* and *Status* as well the member of AST managing your case.

Appeal - Cases List

The list below is a list of all the Appeal cases you have raised.

Search:

Case ID	Student Name	Course	College	School	Stage	Status	Allocated to	Case Submitted Date	Closure Date
SC_AA_10957958_001	TEST3 TESTSR33	CCAV Regent Test course	Liberal Arts and Sciences	Humanities	1	Investigation In Progress		01/Dec/2025	

Showing page 1 of 1

[Back](#)



If you have more than one case associated to your student record it is possible to:

- Sort the list by any of the column headers
 - Search the list using the search box
2. Once you have found the case you wish to view, select the **Case ID** link.

The system displays the *Appeal – View Case* page where, as described in Section 2 of the document, it is possible to:

- [Manage Assessments](#)
- [Manage Mitigating Circumstances](#)
- [Add Evidence and Information](#)



It is also possible to **View History** from the *Appeal – View Case* page

3.1.1. View History

1. Select the **View History** button to view all *Evidence and Information* (i.e. added at any stage in the Academic Appeals process).

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.

Submitted by	Date/Time	Note	Files
TESTSRS3, TEST3	01/Dec/2025 16:10:22	Appeal Statement: This is my statement.	Appeal evidence.pdf

Add Evidence and Information
View History

The system displays the *View Case History* page which contains per stage the *Notes* added to your case. Against each *Note* the following is displayed:

- Who created the *Note* and when
- *Note* details
- Linked files
- Select **Back** to return to the *Appeal – View Case* page.

Information & Evidence

Here you can see all the information and documents added to all stages of this appeal.

Stage							Note				
Stage	Stage Created Date	Stage Status	Stage Outcome	Allocated to	Review Grounds	Review Statement	Created By	Created Date	Created Time	Note	Uploads
1	14/Jun/2019	Closed	Upheld			Statement supporting my appeal	JOHNSOME	14/Jun/2019	12:30:25	Outcome recorded as UPHELD, evidence provided	AA Evidence 1.docx
2	14/Jun/2019	Closed	Upheld				JOHNSOME	14/Jun/2019	12:31:42	Outcome recorded as UPHELD, evidence provided	AA Evidence 2a.docx
3	14/Jun/2019	Closed	Upheld		that there was a material irregularity in the consideration of the academic appeal at Stage 2	Supporting statement for Stage 3 Appeal Hearing	00152136	14/Jun/2019	12:33:07	Appeal Statement: Supporting statement for Stage 3 Appeal Hearing	
							JOHNSOME	14/Jun/2019	12:36:11	Outcome recorded as UPHELD, evidence provided	AA Evidence 3b.docx
4	14/Jun/2019	Closed	Rejected	JOHNSON, Mel			JOHNSOME	14/Jun/2019	12:37:41	Outcome recorded as REJECT, evidence provided	AA Evidence 4c.docx

Back

3.2. Request a Review

If the case is rejected upon initial review (Stage 1) by the Academic Standards Team, it is possible to request a review of the decision.

1. Select the **Request Review** button in the *Appeal Details* section of the *Appeal - View Case* page.

Stage 1 Appeal Details

Case ID SC_AA_10957958_001

Created Date 1 December 2025 **Appeal Grounds** there has been a material irregularity in BOTH the assessment process and in the conduct of the mitigating circumstance

Statement This is my statement.

Resolution This is how I propose my appeal is resolved to my satisfaction.

Status Closed - APPEAL Rejected

Allocated to Unallocated

Assessments - those which are believed to have a material irregularity*.

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
FTST501 - Life Science Test Module	Susanna Verdon	Coursework	50	Undefined

Mitigating Circumstances - those which are believed to have a material irregularity*.

MC ID	Status	Submission date	Ac Year	Module/Assessments
You have no mitigating circumstances to select because you have not submitted a claim during the academic year and should seek advice from their Campus Registry Office if you believe this is an error.				

* A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

Request Review

The system displays the *Stage 1 Request for Review* page which displays some important information about the procedure.

2. In the text box clearly explain the reason why you are submitting this request and why the grounds have been met. Then click the **Proceed** button.

Statement

You must state clearly the reason why you are submitting this request and explain why the grounds have been met. Please include a comprehensive statement with specific details.

Please be assured that any information you give us will be treated sensitively and in the strictest confidence.

Statement

The system displays the *Provide Evidence* page where you can upload documents (optional) to support your request for review. Go to document [Section 2.2.3.2.Add a Note and Attach File\(s\)](#).

3. Select the **Next** button.

Provide Evidence

Case Details			
Case ID:	SC_AA_10957958_001	Student	TEST3 TESTSRS3 (10957958)
School	Humanities	College	Liberal Arts and Sciences
Course	CCAV Regent Test course	Name of Course Leader	Susanna Verdon
Stage	1R		

You may upload any evidence required to support your case here.

Document List

- [Appeal evidence.pdf](#) - [Delete Document](#)

An email notification is sent to Academic Standards Team informing them of the request. The system returns to the *Appeal – View Case* page where the *Status* is updated to *Investigation in Progress* and a record of the request is added to the *Information & Evidence* section of the page.

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.

Submitted by	Date/Time	Note	Files
TESTSRS3, TEST3	01/Dec/2025 16:10:22	Appeal Statement: This is my statement.	Appeal evidence.pdf

3.3. Stage 3 Request for Appeal Hearing

When an appeal has been accepted or rejected at Stage 2, it is possible for you request a Stage 3 Appeal Hearing.

1. Select the **Stage 2 Request for Appeal Hearing** button in the *Appeal Details* section of the *Appeal – View Case* page.
- 2.

Stage 2 Appeal Details

Case ID SC_AA_13984171_002

Created Date 2 December 2025 **Appeal Grounds** there has been a material irregularity in BOTH the assessment process and in the conduct of the mitigating circumstance

Statement Yes

Resolution Yes

Status Closed - APPEAL Rejected

Allocated to Unallocated

Assessments - those which are believed to have a material irregularity*.

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
SRSTST401 - SITS Test 401	Tayo Maduaka	Coursework	50	Undefined

Mitigating Circumstances - those which are believed to have a material irregularity*.

MC ID	Status	Submission date	Ac Year	Module/Assessments
You have no mitigating circumstances to select because you have not submitted a claim during the academic year and should seek advice from their Campus Registry Office if you believe this is an error.				

* A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

Stage 3 Request for Appeal Hearing

The system displays the *Stage 3 Request for Appeal Hearing* page. This includes important information regarding the process such as the deadline for submission and where to seek guidance.

3. Select **Grounds for appeal** and enter a text *Statement* to support the case then click on the **Proceed** button.

Grounds for appeal *

Grounds for appeal *

there was a procedural irregularity in the consideration of your Complaint at Stage 2

new evidence has come to light which was not previously reasonably available and that this new evidence would have had a significant impact on the Stage 2 outcome

'Material irregularity' means the University has not acted in accordance with its own regulations or procedures, or has not acted with procedural fairness, and that this failing on the part of the University is so significant that it has had a material impact on the outcome. I.e. had it not been for this failing the outcome would probably have been substantively different.

Statement

You must state clearly the reason why you are submitting this request and explain why the grounds have been met. Please include a comprehensive statement with specific details.

Please be assured that any information you give us will be treated sensitively and in the strictest confidence.

Statement

The system displays the *Provide Evidence* page where you can upload documents (optional) to support your Stage 3 Request for Appeal Hearing. Go to document [Section 2.2.3.2.Add a Note and Attach File\(s\)](#).

4. Select the **Next** button.

Provide Evidence

Case Details

Case ID: SC_AC_10957958_001	Student: TEST3 TESTSRS3 (10957958)
School: Humanities	College: Liberal Arts and Sciences
Course: CCAV Regent Test course	Name of Course Leader: Susanna Verdon
Stage: 3	

You may upload any evidence required to support your case here.

Document List

- No Documents Uploaded

Upload Document

[Next](#)

An email notification is sent to Academic Standards Team informing them of the request. The system returns to the *Appeal – View Case* page where the *Status* is updated to *Stage 3* and a record of the request is added to the *Information & Evidence* section of the page.

3.4. Respond to Meeting Invite

1. Go to the *Meetings* section of the *Appeal – View Case* page to view the date, time, and location of the meeting.
2. Click on the **Respond to Invitation** link in the *Actions* column.

Meetings					
Date	Time	Location	Student Accepted Invite	Nominated Friend	Actions
03/Dec/2025	8:00	MS - Teams			Respond to Invitation

The system displays the *Respond to Meeting Invitation* page.

1. Select whether or not you can enter the meeting.
2. If you are attending and would like to bring a friend, enter their name.
3. Add supporting information to the text box and click the **Next** button when complete.



'Friend' is defined as a currently registered student of the University, a sabbatical officer of the University of Westminster Students' Union, or member of University staff. If you add a friend please include their **Student ID** or **Staff ID** in the *Name of Friend* field.

Respond To Meeting Invitation

Meeting Time 8:00

Meeting Date 03/Dec/2025

Meeting Location MS - Teams

Will you attend this meeting?

Name of Friend

The Academic Standards Team is notified of your invitation response.

The system returns to the *Appeal - View Case* page where a record of your response is added to the *Meetings* section of the page.

Meetings

Date	Time	Location	Student Accepted Invite	Nominated Friend	Actions
17/Apr/2025	10:40	Remotely via MS Teams	Yes	[Redacted]	Student Respond to Invitation Cancel Meeting

Note: It is possible to update your response by clicking on the **Respond to Invitation** link where you will be returned to the *Respond to Meeting Invitation* page.