

Procedural Irregularity

A **procedural irregularity** or unfair/improper conduct of an assessment refers to an error or mistake in the way that an assessment has been carried out.

If you believe that the examiners have not given you the mark you deserve, or you disagree with their opinion of some aspect of your work or the feedback you have received, this **does not** qualify as a procedural irregularity as it would be an appeal against the academic judgement of the examiners or of the members of a thesis advisory panel, which is not permitted under University Regulations 2.8.1(b) for research students, and 6.7.1(d) for taught students. If you are dissatisfied with the feedback you have received, this would most appropriately be addressed via the Complaints Process (for further information see the guidance on complaints at: <https://www.york.ac.uk/students/help/appeals/>).

If, by way of example, you were: given insufficient time for an exam or you had evidence that the correct marking procedures had been breached, you might be able to appeal on this basis.

Questions on the form:

What is the nature of the procedural irregularity?

When setting out the nature of the irregularity, try as clearly and concisely as you can to explain what you believe went wrong, and why this affected you. For example, *'I was given only two hours to complete a three-hour exam paper'*.

On what dates did the irregularity affect you?

Set out dates here as clearly and precisely as possible.

Which assessments were affected AND when were they?

Please ensure you list *all* affected assessments and set out the date they were taken/submitted. *For example 'I was not granted enough time for the 'Atmospheric Science I' examination, taken on 22 May 2018'*. Make sure you are clear which attempt at the assessment you are referring to, i.e. the first attempt, or the resit, or both, and provide dates for each. If you miss out an assessment, it may not be considered for a remedy if your appeal is upheld.

Procedural Irregularity - Evidence

Appeals are very rarely upheld without supporting evidence. You can upload supporting evidence with your appeal form, and/or submit evidence later.

What supporting evidence should I provide?

Evidence to support a procedural irregularity will vary depending on the nature of the alleged irregularity. However, appropriate evidence to support a procedural irregularity claim might include copies of email correspondence between you and your department demonstrating your efforts to clarify whether an error has occurred.

If you are able to, it may be helpful to quote the relevant sections of the University's Regulations or Procedures, indicating which you believe have been breached. Otherwise, you should simply explain the issue which you are appealing about as clearly as possible. You can find the Regulations and the *Guide to Assessment, Standards, Marking and Feedback* on the University webpages at the following links: <http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/> and <http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/>.

If you are unsure what evidence might be appropriate you may contact YUSU or the GSA. YUSU can be contacted at asc@yusu.org. The GSA can be contacted at advice@yorkgsa.org. The Special Cases team (for taught students) or Research Student Co-ordinators (for research students) can also both be contacted by emailing appeals@york.ac.uk.

Evidence about a third party

If you intend to submit evidence about a third party, e.g. a friend or relative's ill health or personal circumstances, **you must ensure you have their permission to share their data before submitting it as part of your appeal**. We strongly recommend you submit evidence about the impact on you instead - e.g. a GP letter explaining that a relative's ill health caused you health problems, since the appeals process is concerned with your own circumstances and how they affect your ability to study.

Submitting your evidence

To submit evidence, select the appropriate button(s) on the form. A box will open where you can list each item of evidence that you are submitting and when you intend to submit it. If you intend to provide some or all evidence later, explain when you will be providing it in this box. If you intend to provide evidence later, your appeal will be placed on hold whilst we wait for you to provide it.

Do not upload your evidence until you are completely ready to submit your form. If you click "Save and Resume later" any evidence you have uploaded will be deleted.

It is your responsibility to obtain the evidence – this will not be done for you by the University.

- You will not be chased for evidence if you fail to provide it;
- If you do not provide evidence with your appeal and do not explain why, your appeal will be rejected;
- Evidence must be submitted in English, or with an official English translation. If you cannot secure a translation within the 28 day appeal deadline, submit the evidence with the appeal and explain that the translation will be submitted by an estimated date.

Is your appeal on time?

If you are submitting your appeal more than 28 days after the decision, you should use this box to explain why

What remedy are you seeking?

Use this box to say what you would like the outcome of your appeal to be. You should note that even if your appeal is upheld it will not always be possible to provide you with the outcome you seek.