

## Appealing against a decision of an Exceptional Circumstances Committee

### *Who can appeal?*

If you are an undergraduate student or a taught postgraduate student, you can appeal against a decision of an Exceptional Circumstances Committee.

### *On what basis can I appeal?*

Appeals against a decision of an Exceptional Circumstances Committee can only be made: a) on the basis of procedural irregularity in the decision making; b) because you have evidence that you could not have provided at the appropriate time and that you believe may alter the outcome of your claim; or c) because you were affected by Covid-19 at the time of assessment(s) and were therefore unable to submit an exceptional circumstances at the appropriate time.

### *I am appealing on the basis that I have exceptional circumstances which I could not have disclosed at the time of the affected assessments*

If you are appealing on the basis that you have new evidence which you could not have submitted before your exceptional circumstances claim was considered, or on the basis that you were affected by Covid-19 at the time of assessments, you must select “Exceptional Circumstances” as the basis for your appeal and complete the Exceptional Circumstances section of the Appeal Form.

When asked why you did not submit an exceptional circumstances claim, simply explain that you did submit a claim, but it was rejected.

**If you have provided new evidence which was not submitted with your exceptional circumstances claim, you should explain why you were unable to provide that evidence at the appropriate time.** Tell us what the evidence is, why it should result in a change in the decision of the Exceptional Circumstances Committee, and why you were unable to provide that evidence to the Exceptional Circumstances Committee. You can do this in response to the question “Why did you not submit an exceptional circumstances claim in relation to these circumstances within one week of your assessment deadline”.

### *I am appealing on the basis that a procedural irregularity occurred which means the decision I am appealing against should be changed*

If you are appealing on the basis of procedural irregularity you must select “Procedural Irregularity” as the basis for your appeal and complete the Procedural Irregularity section of the Appeal Form.

**You must refer to the Exceptional Circumstances Policy and indicate which element(s) have been breached.** Whilst you may disagree with the decision of the Exceptional Circumstances Committee, it is **not sufficient** to explain your disagreement - you must demonstrate, with reference to the exceptional circumstances policy, that there has been a breach of procedure. You can read the exceptional circumstances procedures in the Guide to Assessment, Standards, Marking and Feedback at

<https://www.york.ac.uk/staff/teaching/procedure/examinations/guide/>