**Access to HE: Appeal Submission**

**Extraordinary Regulatory Framework 2020**

|  |  |  |
| --- | --- | --- |
| **Name of Provider** |  | |
| **Access to HE Diploma Title** |  | |
| **Student Name** |  | |
| **Who is submitting the appeal? *(Delete as appropriate)*** |  | |
| **Unit title(s)**  ***(State all units the appeal covers)*** |  | |
| **Part 1: Student Appeal** | | |
| **Grounds of Appeal** *(tick all that apply)* | | |
| 1. **Evidence of administrative error** | |  |
| 1. **Evidence of procedural error** | |  |
| **Basis for the appeal**  **Student statement (***please outline the reasons for your appeal and the desired outcome. Provide supporting evidence with your submission)[[1]](#footnote-2):* | | |

**Declaration:**

*I confirm that to the best of my knowledge the evidence I have submitted is a true record of the events for which I seek to lodge an appeal:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

***On completion of the Appeal form, please email to Certa at accesstohe@certaaccess.co.uk***

**Part 2: Response from the Investigating Officer:**

|  |
| --- |
| Please outline the investigation process, including actions taken, by whom and dates completed: |
| Investigation outcomes for each point included within the statement of appeal  (the Investigating Officer must review all supporting evidence relevant to each point within the appeal): |

|  |  |
| --- | --- |
| Investigating Officer judgement (please state the outcome of the appeal and outline SMART actions to be taken as a result (where appropriate): | |
| **I confirm that the above decision has been undertaken in conformation with the provisions of the QAA Extraordinary Regulatory Framework.** | |
| **Signed:** | **Role:** |
| **Date:** |  |

**For internal use only**

|  |  |
| --- | --- |
| **Appeal processing** | |
| *Appeal case reference* |  |
| *Date received by AVA* |  |
| *AVA Officer processing the appeal* |  |
| *Investigating Officer* |  |
| *Date passed to Investigating Officer* |  |
| **Confirmation of notification** | |
| *Date judgement was communicated* |  |
| *List all parties notified of judgement* |  |

1. This can be completed as either a ‘freehand’ relation of relevant facts or alternatively as a bullet-point list. Try to ensure that you write chronologically (sequenced with time: starting at the beginning and working through all stages in the order that they occurred) and refer to all relevant evidence clearly by name (giving the titles of any documents *etc.* you wish to rely upon in making your case). Please ensure that any evidence supplied is appropriate to the nature of the appeal and is clearly applicable to the case being forwarded. It is important that where evidence is used it is contextualised within the Student Statement to ensure that it is directly and clearly linked to the case under consideration. [↑](#footnote-ref-2)