

1. Appellant appeal details			
Name		ID Number	
Email		Tel Number	
Organisation			
Subject of Appeal			
<b>Note:</b> A Stage 1 appeal must be received within 15 working days of being notified of decisions you are appealing.			
2. Appeal criteria			
<b>Extenuating circumstance appeals</b>		<b>Note:</b> Please tick which criteria you are appealing	
2.1	Ill health or other extenuating circumstances affected my performance		
Procedural appeals			
2.2	Reasonable adjustment requests have been unreasonably declined		
2.3	Deadline extension requests have been unreasonably declined		
2.4	Special consideration requests have been unreasonably declined (other than 2.1/2.2)		
2.5	Incorrect advice from a responsible staff member, materially affected my submission		
2.6	I did not receive reasonable notice prior to an assessment		
2.7	I received treatment in violation of XA's Equality, Diversity Policy and Inclusion Policy		
2.8	Assessment procedures have not been properly and fairly applied		
Assessment appeals			
2.9	Incorrect similarity or malpractice judgements have been made about my submission		
2.10	My submission has not been assessed against valid criteria		
2.11	Incorrect judgements have been made about the standard of my submission		
3. Appeal Grounds			

## Stage 1: Appeal Form

### Section 3 Notes

**Note 1:** Your appeal will only be accepted if the appeal fee has been made. See Section 11.1 of Appeals Policy

**Note 2:** Provide a justification for the grounds of your appeal for each criteria you are appealing in Section 2.

**Note 3:** Continue on a separate page if necessary.

**Note 4:** Purpose of this section is to enable an assessor to understand the grounds of your appeal.

**Note 5:** Your appeal will only consider the grounds and your justification provided in this section.

**Note 6:** Provide evidence in Section 4 to support your grounds of appeal and justification.

### 4. Appeal Supporting evidence

### Notes

**Note 1:** Provide evidence to support the grounds for each criteria and your justification in Section 3.

**Note 2:** Your appeal will only consider evidence you have provided in this section.

**Note 3:** Continue on a separate page if necessary.