Quick guide to student appeals

What is an appeal?
An appeal is a request for reviewing a sub-board of examiners decision (taught students) or a decision made by your examiners (research students). Sub-board decisions include but are not limited to: marks for exams and coursework, overall award classifications, acceptance or rejection of mitigating circumstances claims.

An appeal gives you the opportunity to challenge a decision if you believe it has not been made correctly, or if you've got evidence you believe the examiners should have seen before they made their decision. Please note you cannot appeal the academic judgements of the markers/examiners.

Who can appeal?
If you have concerns about a sub-board or examination decision, you should try and resolve this informally in the first instance, by discussing it with your tutor, supervisor or other relevant member of staff.

All currently registered Birkbeck students can appeal. It is possible to appeal as a group of students, or to let someone, such as your parent, appeal on your behalf. If you wish that someone else appeals on your behalf, you must give written permission for this.

When can I appeal?
Any formal appeal to the Registry must be made within 6 weeks of the official notification of results, so within 6 weeks of the marks or award being published on your MyBirkbeck profile, 6 weeks after you have been written to regarding the result of a mitigating circumstances claim, or 6 weeks after the Registry letter confirming the outcome of your research degree exam. Please do not try to appeal a mark before it has been published on your MyBirkbeck profile, as we will not be able to process the appeal.

How do I submit an appeal?
You submit a formal appeal by completing the appeal form and sending it to examappeals@bbk.ac.uk, or by handing the paper form in to the MyBirkbeck Student Centre in the Malet Street building. Any relevant evidence to your appeal must be attached to the appeal form.

What happens when I appeal?
All appeals forms will be considered by a case handler in Registry. The case handler will assess whether the appeal is in time and appears valid. If this is the case, they will investigate your appeal and report it to the chair of the sub-board of examiners (taught students) or the chair of the Research Student Sub-Committee (research students). The chair will then make a decision on the appeal outcome, which will be communicated to you by the case handler.

What if I’m not happy with the appeal outcome?
If you believe that the appeal outcome is unreasonable or against College regulation or policy, or that a mistake was made in the handling of your appeal, you can request that the appeal is reviewed. You should do this within 2 weeks of getting the appeal outcome. If your request is accepted, the appeal outcome may change, or it may be referred to an appeal panel.

The Office of the Independent Adjudicator
If you’ve completed the College’s internal appeals process and remain unsatisfied, you can refer your appeal to the Office of the Independent Adjudicator (OIA). In order to contact the OIA the College needs to provide you with a Completion of Procedures letter.