



## Appeals

The BIBF has its own policy on the grounds of appeals within its Code of Practice for Admission and Accreditation of Prior Learning APL. Also, the BIBF's Student Handbook includes the following statement on appeals, which applies to all of BIBF's assessed programmes:

"The robust process of moderation in setting and marking assessments, and the role of the Examination Board and external examiners in the assessment process, is designed to safeguard standards and to ensure that students are awarded the grades they deserve. Occasionally you may feel that, in spite of the safeguards, something has gone wrong. BIBF offers students the opportunity to appeal against their results under certain very limited conditions, known as the grounds for appeal. These are:

- i. That there were procedural irregularities in the conduct of either the assessment itself or of the examining process.
- ii. That there is evidence of prejudice or bias on the part of the examiners.
- iii. That there were serious circumstances that impacted your performance, and which you were unable, for sound reasons, to make known prior to the meeting of the Examination Board.

Appeals must be submitted in writing, with a fee of BD 25 [per module], to the Customer Service Officer no later than 10 working days after the date of publication of the results. The onus is on you to provide evidence to establish valid grounds for the appeal. Appeals against the academic judgement of the examiners will not be accepted. In other words, you cannot appeal if you think you deserve a higher mark; you must be able to provide evidence to establish one of the three conditions listed above.

BIBF's QA Code of Practice Chapter 5 – Malpractice, Appeals, and Complaints (CMARG) describes the procedure for the hearing of appeals."

### Mark checking

Under the "procedural" grounds mentioned in the Handbook, you may request BIBF to check that all your work has been marked and that all marks have been added up correctly.

### Important points

- Appeals can only be made under the grounds listed above and (except for mark checks) evidence must be supplied. Any appeal not meeting these conditions will not be accepted
- You cannot appeal because you disagree with the mark, or ask for your work to be remarked, because this is disagreeing and appealing against the academic judgment of the examiners. All that is allowable is the mark checking described above
- Information about circumstances that may have affected performance in assessments must be provided within the time limits set. If information is provided late and there is no good reason

for the lateness, the Board of Examiners or other committee considering the appeal has the right to reject any appeal or review request.

Students have the right to appeal against any admission decision, including Accreditation of Prior Learning (APL) outcomes.

**Process**

All appeals requests must be made on this form (with evidence where appropriate); the appeals fee must be paid; and the form must be submitted to BIBF Info Desk.

All other appeals will be dealt with under the process described in BIBF's QA Code of Practice Chapter 5: Malpractice, Appeals and Complaints Policy CMARG.

<b>Name</b>		<b>BIBF ID number</b>	
<b>Email</b>		<b>Centre</b>	
<b>Course/Programme</b>		<b>Semester/Year</b>	
<b>Course / Module Title:</b>	<b>Grounds</b> <i>(circle)</i>	<b>Reason: (in brief, use extra sheet if needed)</b>	<b>BIBF USE</b>
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		
	1 2 3 4 5		

**APPEAL / REVIEW GROUNDS (NB: you **must** circle the number which applies for **each** module listed)**

- 1) I request BIBF to check that all my work was marked and all marks were added up correctly
- 2) I wish to appeal on grounds of procedural irregularities **and I attach supporting evidence**
- 3) I wish to appeal on grounds of prejudice or bias on the part of the examiners **and I attach supporting evidence**
- 4) I wish to appeal on grounds of serious circumstances impacting performance which for good reason could not be made known before the meeting of the Board Examiners **and I attach supporting evidence**
- 5) I wish to appeal against (select a box below)
  - Admission decision
  - API or APEL outcomes,
  - Progression outcome of assessment

**I have read the guidance in this appeal form and I confirm that**

- **My appeal meets one of the four valid grounds of appeal**
- **I attach evidence where my appeal is made under 2/3/4 above**

Student Signature

Date

---

<b>APPEAL FEE</b> (25BD per module)	
Amount	Receipt number
Date	Received by (signature)