

Peer Evaluation – Appeals process for students

If you are unhappy with the outcome of the peer evaluation on your mark, you need to contact your relevant school office within 3 working days of your marks being released. Students should email: lubsassessment@lubs.leeds.ac.uk.

The relevant office will then arrange for you and your group members to individually meet with your module leader and another member of staff. You will be allowed to bring a supporter (i.e. friend who is not a member of your group) to any formal meeting. Attendance at these meetings will be compulsory. This meeting will last approximately 10 minutes. You should bring to the meeting evidence of your contribution to the group work, this could include notes, emails and anything else you feel is relevant. A written record will be made of this meeting. You need to be aware that the outcome of this meeting could affect your mark, or any of your group members in either an upward or downward direction.

Once all the meetings have taken place, a decision will be made as to whether the appeal is upheld. Your module leader will inform you of the result of this appeal by email within 24 hours of the last meeting.

Still unhappy?

If after this process, you are still unhappy with the peer evaluation you have the right to appeal against your result through a formal appeal. You can only do this after the marks have been confirmed by an examination board. Please follow this link for the formal appeals procedure:

www.leeds.ac.uk/AAandR/appeals.htm

Please note for postgraduate students and final year undergraduate students you will not be able to graduate until your formal appeal has been concluded.