



Academic Queries/Appeals Form

This form should be completed for a single subject and in **BLOCK LETTERS** and should be returned to the Vice-Chancellor **through the ODL Office** together with proof of payment of **MWK2,500.00 appeal for remark fee per subject** and any relevant attachments to support your claim for grade adjustment/correction like continuous assessment scripts i.e. assignments, tests and group report.

An appeal is a request from a student that a decision of Senate on his assessment of grades should be reviewed because it is believed that an injustice has occurred

A Separate form should be filled for each course to be considered

For Official Use

Serial: 1819/_____

Receipt #: _____

A. Points to note

1. This form should **only** be completed to request consideration of your assessment grade in a particular course by the Examiner/Academic Appeals Committee. **A separate form should be completed and separate fee paid for each course being appealed/queried.**
2. **The Deadline for submitting all academic appeals/queries for 2018-ODL- 2 is Friday, 15th March 2019. Any late submissions shall not be entertained.**
3. Guidance on how to complete this form should be sought from the ODL Office at Bunda Campus or any nearest ODL Centre close to you.
4. **Formal communication on the outcome of this appeal request/academic query shall only be issued by the Academic Office in writing clearly indicating the new academic status of the student following the appeal/query.**

B. Personal Details - to be completed by the student

Full Name:		Reg No.:	
Programme of study:			Year:
Contact Address:			
Email Address:		Cell:	Tel:

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark <input type="checkbox"/> (FEE - MWK2,500.00)	Correction of an error in <input type="checkbox"/> uploaded grade (free)	Request to upload a <input type="checkbox"/> missing grade (free)
Course Code:	Course Name:		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):			

D. Approvals on Appeal/Query request - forward path from Vice-Chancellor (through the Academic Office) to Dean to Head of Department to Examiner/Independent Marker

Academic Registrar Recorded in the system and forwarded to the Dean of Faculty where the course belongs for Processing	Dean of Faculty Approved/Not Approved for the concerned department to proceed with the appeal/query resolution process	Head of Department Approved/Not Approved for his department to proceed with the appeal/query resolution process
Date:	Date:	Date:
Signature:	Signature:	Signature:

E. Appeal/Query feedback – to be completed by the Independent Marker/Examiner

Course Code	Course Name	Old Raw Grade			Raw Grade after Appeal		
		CW (40)	Exam (60)	Total (100)	CW (40)	Exam (60)	Total (100)

Comment by Independent Marker/Examiner: _____

Name: _____

Signed: _____ **Date:** _____

F. Approvals on Appeal/Query feedback – backward path from Examiner/Independent Marker to Head of Department to Dean to Vice-Chancellor through the Academic Office

Approval by Head of Department as recommended in Section E above	Final approval by the Dean of Faculty and confirmation of grade upload into the system as recommended in Section E above	Final Approval by the Vice Chancellor on behalf of Senate to be made on system generated report for the appealed course as recommended in Section E above	Academic Registrar confirmation of upload into the system and feedback to the student on the outcome of their request
Date	Date		Date
Signature	Signature		Signature

Declaration: I _____
 declare that the information given in this form is true and that I would be willing to answer further questions if it is necessary.

Signed: _____ **Date:** _____