Appeals Help Guide

Introduction

GSPM

UCI Global School of Project Management
Escuela Global de Dirección de Proyectos
Escola Global de Gerenciamento de Projetos

- This manual will guide you on how to submit your exam appeals.

What is an appeal?

An appeal is defined as a request from the student for the review of a particular exam item.

When should I Appeal?

- If, after reviewing the result of an examination, you consider, with proper and sufficient justification, that an exam item was inappropriately formulated or configured, you have the option to appeal this item.

- Please remember that this procedure has to be taken responsibly. This option doesn't represent an "alternative way" to improve your grade.

- The student will have two working days, after the exam is closed, to submit the appeals.

The "Appeal Section" will allow the students to…

- Submit their appeals in an organized way, following only three steps.

*Once the facilitator has reviewed all the appeals, he/she will upload a document on the News Forum, explaining why the appeals were accepted/rejected.

When an appeal might not be accepted?

- When the justification of the appeal is subjective, not sufficiently clear, not well substantiated.

- When the appeal is submitted after the deadline: two working days after the exam is closed.

- When any appeal is not submitted through the "Appeals Section".

First Step: Go to Final Section> Appeals.

Second Step: Click on Add Entry.

Third Step: Enter elements of your appeal.

Copy the entire text of item to be appealed (question, answer options, feedback, etc.).

Sufficient and objective justification to explain your appeal.

Use format:
LAST NAME(space)FIRST NAME
Example: HERRERA ANGELA

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