

APPEAL AGAINST A CENTRAL EXAM ADJUSTMENTS PANEL DECISION

Please refer to the Central Exam Adjustments webpage for information about appealing a Central Exam Adjustment (CEA) Panel decision. **You cannot appeal a decision until you have received the notification email from the CEA Panel.**

Section 1: Your Details (please print in block capitals)

Surname

First name(s)

Student ID Number (e.g. 202112345)

Programme of Study (eg BSc Economics)

Student LSE email

 @lse.ac.uk

Signature

Date

Section 2: Exams due to be taken this year

Please list which exams you will be taking this session, in date order.

Course Code
(eg AC100)

Date

AM or PM

Course Code
(eg AC100)

Date

AM or PM

Section 3: Type of Appeal

There are two types of appeal. Please tick a box to indicate which type of appeal you are submitting.

Type A: The CEAs awarded do not make sufficient adjustments according to the documentation describing your condition.

A ☐ I am providing the evidence submitted with my initial CEA application for reconsideration under Appeal of the adjustments not previously upheld by the CEA Panel.

Type B: There was a procedural defect in the Panel's decision making process

B ☐ I allege that there was a procedural defect in the Panel's decision making process.

Section 4: Reason for Appeal (for both types of appeal)

Please explain why you are submitting this appeal (continue on a separate sheet if necessary)

Section 5: Evidence

For both types in section 3 to be considered you must provide documented evidence in English. For type A this should be the same evidence submitted with your initial CEA application. Please list the evidence that you have supplied below (if you have supplied more than three pieces of evidence please continue onto a separate sheet).

Section 6: Outcome (for panel and office use only)

Appeal upheld?

Changes or additions
to adjustmentsFormal approval by Chair
of CEA Appeals Panel

Date

Logged on eVision

Section 7: Notes

- Please refer to the Central Exam Adjustments webpage for additional information about appealing decisions made by the CEA Panel.
- **You must submit your Long Term appeal within ten working days or your Short Term appeal within two working days of receiving your outcome email from the CEA Panel which contains your agreed CEAs.**
- You will be notified of the outcome of your appeal via your LSE email address seven working days following receipt of this form. If you have not heard from us after seven working days please submit an enquiry form.
- You should be aware that it can take some time to get CEAs in place, so even if your appeal is upheld we may not be able to get them set up in time for your exam.

Please submit your completed form and supporting evidence via the SSC Enquiry Form. Hard copy forms will not be accepted; if we need to see original documents we will contact you.