**Appeal Submission Form**

This form is for appeals against an exam board decision on taught programmes. Before completing this form, you **must** carefully read the appeals regulations and guidance at [lse.ac.uk/appeals](http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Results/ExceptionalCircumstances/appeals.aspx).

You must submit your completed appeal submission form to the Student Regulations Team (SRT) **by 11.59pm on the published deadline for your programme,** which you can find on the Appeals web page. Appeals received after the published deadline will not be accepted. Your evidence must also be received by the deadline.

You must submit your form and evidence to the SRT via: ssc.appeals@lse.ac.uk

The SRT will only accept electronic appeal submissions. Please contact the SRT as soon as possible if you have any difficulties with this.

**You must submit all evidence supporting your case at the same time that you submit your appeal submission form. Scanned copies of the form and evidence are accepted.**

Please note that it is the SRT’s role at this stage of the appeals process is to consider, in accordance with the *Appeals* *Regulations,* whether or not you have identified valid grounds for an appeal, in order for it to progress to the next stage.

Please complete all sections of this form by typing in the spaces provided. If your form is incomplete, it may be rejected. If a section is not applicable, please type “n/a”.

***Please note:*** *By submitting this form you give consent to your personal data being considered by such academic and administrative staff as may be necessary for the purposes of processing your appeal. Your personal data may include, amongst other information, relevant medical details included as part of your appeal. All information will be treated confidentially by those staff involved in considering your appeal. Information in your appeal will not be used for any other School process. You will have to resubmit this information separately if you want to use it as part of another School process (e.g. Repeat Teaching application, interruption, deferral request etc.) Please see the Appeals Guidance for more information.*

**Section 1: Your details**

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| **Family name** | **First name (s)** |
|  |  |
| **Student ID number (e.g. 201912345)** | **Non-LSE email address** |
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| **Date appeal form submitted** |  |
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**Section 2: Programme details**

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| **Degree Programme (e.g. BSc in Economics)** |
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| **Department (e.g. Economics)** |
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**Section 3: Reason for appeal**

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| **3.1 Please indicate which decision you are appealing against; tick all that apply.** |
| A mark of Absent, Incomplete or Fail |  |
| A decision not to award you a degree or to classify you as ‘Final Fail’ |  |
| Degree classification (this is only possible if these are your final results and you are now due to graduate. If you are a continuing student, please read the Appeals Guidance).  |  |

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| **3.2 Please indicate what outcome you are seeking from your appeal e.g. to be allowed another attempt at a failed exam or set of exams or to be awarded a degree or higher degree classification.** *Please note that individual exam/course marks will not change as a result of a successful appeal submitted on the grounds of exceptional circumstances.* |
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**Section 4: Grounds for Appeal**

Appeals are successful **only if** they satisfy one or both of the following two grounds:

1. The examination board did not follow the correct procedure such that there is reasonable doubt that the decision would have been the same if board had followed the correct procedure.
2. There is **new** information about exceptional circumstances that affected the examination outcome. You must provide a good reason and evidence for why this information was not submitted through the Exceptional Circumstances procedure, along with evidence of the circumstances themselves. Evidence not in English must be accompanied by an official translation. Evidence such as medical notes must be on official headed paper.

Please refer to the Appeals Regulations and Guidance at [lse.ac.uk/appeals](http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Results/ExceptionalCircumstances/appeals.aspx) for more information about these criteria.

Appeals questioning of academic judgement of the examiners or Exam Boards will not be accepted. For example, the School will not accept appeals requesting the re-marking of any assessment.

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| * 1. **Please indicate which grounds you are appealing on; tick all that apply.**
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| The exam board did not follow the correct procedure |  | *Please complete section 5*  |
| New information about exceptional circumstances |  | *Please complete section 6* |

**5. Appeal based on the exam board not following the correct procedure**

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| **5.1 Please explain why you think the correct procedure was not followed, listing which course units were affected. Please also state what evidence you are providing, if applicable.**  |
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**6. Appeal based on new information about exceptional circumstances**

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| **6.1 Have you previously submitted this information to the School via an Exceptional Circumstances form? Please tick.** |
| Yes |  | If ‘yes’: your circumstances will have already been consideration by the exam board and cannot be considered again through the appeal process. |
| No |  | If ‘no’: using the space below, you must provide a good reason and evidence for why you did not submit this information within seven days of your last exam. |

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| **6.2 Please provide information about your exceptional circumstances and how they affected your performance. If applicable, include an explanation for why you did not submit this information an Exceptional Circumstances form within seven days of your last exam. If you are unable to provide a good reason for this, your appeal is likely to be rejected.**  |
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| **6.3 Are you sending formal evidence of your circumstances with this form, e.g. a doctor’s note? Please tick and either explain what evidence you are providing, or explain why you have not supplied evidence. Note – evidence submitted after the deadline will not be accepted *unless* you have obtained express permission from the SRT beforehand – via** **ssc.appeals@lse.ac.uk****Note – we cannot accept information relating to a third party** **(unless it is a death certificate). Where the circumstances are that you were worried about a family member/situation or close friend, you need to submit evidence to show how these circumstances specifically affected you and your performance. Any evidence containing information relating to a third party cannot be considered as part of your appeal unless that party has given their express consent and will be destroyed.**  |
| Yes |  |  |
| No |  |  |

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| **6.4 If you are appealing against your final degree classification, and your appeal is based on exceptional circumstances rather than procedural defect, please tick which of the following conditions your mark profile meets.** *If your mark profile does not meet either of these, your appeal is likely to be rejected.* |
| No more than three marks below the next higher classification in a single course |  |
| No more than fifteen marks away from the next higher classification on aggregate if you are a UG student; or no more than ten marks away from the next higher classification on aggregate if you are a PG student |  |

**NEXT STEPS**

 **Please submit your completed form via** **ssc.appeals@lse.ac.uk**

You will receive an automated e-mail response acknowledging that your submission has been received and will be processed by the SRT in approximately 180 working days.

 **If the SRT determines that you have not identified valid grounds for an appeal**:

Your appeal will automatically be considered by the Academic Registrar (or a member of staff with authority to act in their place). They will determine whether to accept or reject the appeal. The SRT will send you an email specifying the reasons for rejecting your appeal.

 **If you are dissatisfied with your appeal rejection and believe that an aspect of your appeal has not been properly considered or, alternatively, if you have new, previously unavailable evidence to support your appeal claim(s):**

You may contact the SRT seeking a review of your original appeal or may provide new, previously unavailable evidence if you feel this might affect the decision taken about your appeal. Please note, in instances where new evidence is presented, there must be unambiguous proof that it was not it was not possible to submit this at the initial appeal stage. It is also important to acknowledge that if you intend to bring a complaint before the Office of the Independent Adjudicator (OIA) it is essential that you complete this secondary stage of the appeal process first.

**If the SRT determines that you have identified valid grounds for an appeal**

It can take an additional 15-20 working days to conclude your appeal (e.g. for relevant Exam Board members to make a decision). Therefore, it is possible that any adjustment will not be made in time for graduation ceremonies.

**Completion**

Once your appeal has been concluded, the SRT will send you a Completion of Procedures letter to explain the decision and to confirm that it is final. This letter confirms that the matter is closed through the School’s internal processes.

If you are dissatisfied with the final outcome of your appeal you can take your case to the Office of the Independent Adjudicator for Higher Education once you have received the Completion of Procedures letter; details will be provided.

If you have any questions concerning this form or the appeals procedure, please contact the SRT via ssc.appeals@lse.ac.uk and/or seek advice from the Students’ Union Advice Centre.

The School will keep your appeal file for seven years from the date the Completion of Procedures letter is issued to you. The file will be destroyed after this date.