



London Excellent Academy

Student Appeal Form

Full Name:	Student ID/ Ref Number:
Examination Number:	Year of Study:
Programme of Study:	
Academy Email Address: Alternative Email Address: <i>* Preferred contact will be your London Excellence Academy email address; however, please provide an alternative email address as well.</i>	
Please specify the decision or outcome you are appealing against. If it relates to assessment results, identify the related course or program at London Excellent Academy. This may include multiple courses, decisions, or non-academic issues.	
On what date did you receive notification of this decision/these results/incident occurred? <i>*This should be the date that you were informed of the final/ratified outcome</i>	
<p>Please tick the box(es) below to indicate the grounds under which you are appealing:</p> <p>Ground A - Significant information that is directly related to the quality of performance in the assessment or decision made, which, for valid reasons, was not accessible to the examiners (or decision-makers) at the time their decision was made. <input type="checkbox"/></p> <p>Ground B - Proof of irregular procedures or misconduct during an assessment or in the decision-making process by the Board of Examiners or another relevant authority or officer. <input type="checkbox"/></p> <p>Ground C - Non-academic issues <input type="checkbox"/></p>	

Please indicate the outcome you would expect should your appeal be upheld:

Please confirm the following:

1. I have read and understood the Student Appeal Regulations ☐
2. I have **identified the grounds** under which I am appealing ☐
3. I have attached or included a **factual statement** outlining my case for appeal ☐
4. I have included **all relevant arguments, and/or all supporting documentation** that I wish to be considered. I acknowledge it will not be possible to introduce new circumstances, evidence or documentation at a later date ☐
5. I confirm that my appeal submission **is complete and accurate** ☐

Student Signature

Date:

Office Use:

Received by:

Date:

Reviewed by:

Date: