

Academic Appeal Form

Stage 1: Local Consideration (AAF1a)



London
College of
Contemporary
Arts

Student Details	
Student name	
Student ID	
Course	
Year/Level of Study	
Student email	

Details of the unit(s) and assessment(s) you are appealing against				
Module Code	Module Title	Assessment Title	Submission Date	Mark/Result

Summary of your appeal	
Please tick the reason(s) you are requesting an appeal of your provisional mark	
<input type="checkbox"/>	I believe there has been an error in the assessment process regarding my work For example: there is evidence to suggest that submitted work had not been marked or was graded against the wrong criteria
<input type="checkbox"/>	I believe there has been an error in the recording of my mark(s) For example: the published grades are different to those indicated on the assessment feedback
<input type="checkbox"/>	My assessment performance had been affected by circumstances beyond my control which, for justifiable reasons, I did not request support for before the submission deadline. Note: Circumstances will usually only be considered where they occurred within 4 weeks of the submission deadline.
<input type="checkbox"/>	My work was inaccessible to the marker due to a user-error in the submission of my work. For example: the assessable material was uploaded in the wrong format, the file was locked or saved to the wrong location.

Supporting Statement

Please explain the reason for your academic appeal and include (or attach) any relevant evidence to substantiate your claim.

Submitting your Academic Appeal

Evidence:

You should submit any relevant evidence with your appeal request (e.g. medical letters, assessment feedback, etc.)

Where to send your appeal:

Your appeal should be submitted to your Course Director. You should receive the outcome of their consideration within 20 working days.

Response time: You should receive the outcome of their consideration within 15 working days of submission.

If you remain dissatisfied: You may submit a Stage 2 appeal within 14 calendar days of receiving the Stage 1 decision.

Advice and Support

For guidance about the Academic Appeals Process or support in completing this form you can seek help from the Quality Team via quality@lcca.ac.uk

For disability or wellbeing support in relation to academic appeals, you may wish to contact the Disability and Wellbeing Service via disabilityservice@lcca.ac.uk

Privacy Notice

Academic Appeals are considered confidential by the College and as such details contained within them will not be shared with persons other than those who are considered essential to the investigation and final decision-making process.