

# Academic Appeal Form

Stage 2: Academic Appeal Review (AAF2)



London  
College of  
Contemporary  
Arts

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

Summary of your appeal	
Please tick the reason(s) you are requesting a Stage 2 Review	
<input type="checkbox"/>	<p>My request for Mitigating Circumstances (e.g. deadline extension) has been rejected before the submission deadline.</p> <p>Note: Appeals regarding the decision to reject mitigating circumstances must be made within 14 calendar days of the notification of that decision.</p>
<input type="checkbox"/>	<p>I believe there has been an error in the assessment process regarding my work.</p> <p>For example: there is evidence to suggest that submitted work had not been marked or was graded against the wrong criteria.</p>
<input type="checkbox"/>	<p>I believe there has been a material error in the calculation of a mark or award.</p> <p>For example: there has been an error calculating the weighting of a component mark, indicator score, or the classification of an award.</p>
<input type="checkbox"/>	<p>I believe there has been an error in the recording of my mark(s) or the reporting of them to the Board of Examiners.</p> <p>For example: the published grades are different to those indicated on the assessment feedback.</p>
<input type="checkbox"/>	<p>My assessment performance had been affected by circumstances beyond my control (including fitness to submit) which, for justifiable reasons, I did not request support before the submission deadline.</p> <p>Note: Circumstances will usually only be considered where they occurred within 4 weeks of the submission deadline.</p>
<input type="checkbox"/>	<p>My work was inaccessible to the marker due to a user-error in the submission of my work.</p> <p>For example: the assessable material was uploaded in the wrong format, the file was locked or saved in the wrong location.</p>

### Details of the unit(s) and assessment(s) you are appealing against

Module Code	Module Title	Assessment Title	Submission Date	Mark/Result

### Stage 1

Did you request a Stage 1 Academic Appeal?

Yes	<input type="checkbox"/>	Note: Please ensure you provide a copy of the outcome response
No	<input type="checkbox"/>	Please explain below why Stage 1 was not completed:

**Note:** Stage 2 appeals should normally follow Stage 1 consideration. An exception applies where the appeal concerns a rejected mitigating circumstances request made before the submission deadline, which may proceed directly to Stage 2.

### Supporting Statement

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

### Supporting Evidence

Please list any supporting evidence you are submitting as part of your appeal

### Disability or Support Requirements

If you have a disability or support requirement which means there are adjustments you would like us to consider making to our process, please indicate these here.

**I understand that:**

- London College of Contemporary Arts will share information contained in this form with persons relevant to the investigation process. This will include staff members essential to the final decision-making process.
- Following the investigation of my academic appeal, the outcome will be shared with persons to implementing any resulting actions.

**Submitting your request**

- By submitting your form, you are confirming your understanding with the above statements.
- You must include a copy of the Stage 1 outcome where provided.
- Your appeal should be submitted to the Quality Team within 14 calendar days of the notification of the assessment result, Board of Examiners decision, or mitigating circumstances rejection decision being appealed.
- You should receive the outcome of your appeal within 10 working days of submitting your appeal.

**Advice and support**

- For guidance about the Academic Appeals Process or support in completing this form, you can seek help via [quality@lcca.ac.uk](mailto:quality@lcca.ac.uk).
- For advice relating to disability and wellbeing matters/concerns, you may wish to contact the Disability and Wellbeing Team via [disabilityservice@lcca.ac.uk](mailto:disabilityservice@lcca.ac.uk).