

## LAMDA Examinations

### APPLICATION FOR AN APPEAL FORM

An Appeal may be lodged following the completion of either the Complaints, Enquiry about Results, Reasonable Adjustments/Special Considerations or Malpractice/Maladministration procedures as detailed in LAMDA Examinations' published policies and where at least one of the grounds for appeal as cited below is available.

The appellant has grounds for appeal if s/he alleges, contends, or can provide evidence that:

- there have been procedural or professional irregularities, bias, prejudice or lack of professional standards in an examination.
- there have been circumstantial irregularities which have led to an unfair or inaccurate decision having been made which disadvantages a learner or learners.

The details provided on or appended to this form will form the basis of the case being put forward by the appellant.

When completing the details, please pay particular attention to Section 4 of this form, which outlines the grounds for appeal and summarises your reasons for appealing.

#### 1 Please indicate the type of Appeal being initiated.

Complaint  Enquiry about Results

Malpractice/Maladministration  Reasonable Adjustments/Special Considerations

#### 2 Please indicate whether this is an application for a Stage 1 or Stage 2 Appeal

Stage 1

Stage 2

You cannot proceed to a Stage 2 Appeal unless you have already completed a Stage 1 Appeal.

#### 3 Appellant Details

(a) Name of the person making the application

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(b) Role:

Private Centre Coordinator  Head of Centre  Public Centre Teacher

Learner  Parent/Guardian

(c) Centre Name and code (if applicable)

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**4 Grounds for Appeal**

Please state the grounds for appeal and attach supporting documentation. It is in the interest of all parties that all grounds of appeal are clearly stated in the application.

Please return your completed form with the appropriate appeals fee to LAMDA Examinations marked for the attention of the Head of Examinations.

Appeal submissions should reach LAMDA Examinations no later than 15 working days of receipt of the Complaint/Enquiry about Results/Reasonable Adjustments/Special Considerations or Malpractice/Maladministration outcome. A written acknowledgement will be issued within seven working days of receipt of the appeal request.

**Payment of Fees:**

All payments are to be made to LAMDA Ltd. Payments can be made using:

- BACS
- Cheque
- Postal Orders
- Credit or Debit Card (plus Credit/Debit Card Transaction Fee).

Please refer to the Guide for Centre and Teachers: Payment of Fees and Services section for more information. Alternatively please contact LAMDA Examinations either by telephone +44 (0)844 847 0520 or e-mail:exams@lamda.org.uk.

<b>Office Use</b>	
Appellant verified Y/N Full documentation received Y/N Fee received Y/N	
Check made by LAMDA Examinations staff	
Name:	Date:
Signature:	
<b>Stage 1 Appeal</b>	
Date passed to Investigating Officer:	
Date received by Investigating Officer :	
Name:	Signature of receipt:
<b>Stage 2 Appeal</b>	
Date passed to Appeals Panel:	
Date received by Appeals Panel:	
Name:	Signature of receipt:
<b>Outcome of Appeal</b>	
Appeal Upheld <input type="checkbox"/>	Appeal Denied <input type="checkbox"/>
Signed ( HOE)	Date:

