

## Appendix 1 – Stage One Appeal Form

**a. Before completing this form please ensure that you have read and understood the Appeals Policy and Procedure for LAMDA Examinations.**

b. This form must be received by LAMDA within **fifteen working days** of the appellant receiving the original decision.

c. All correspondence from LAMDA will be directed to the appellant only.

d. Email the completed form to [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk) or post to: Customer Services, LAMDA Examinations, 55 Talgarth Road, London, W14 9DA. Attach any supporting documentation.

### 1. Appellant Details

Given Name	Family Name

Email Address	Phone Number

### 2. Appeal Details

Type of appeal being initiated:	Please tick
Against the outcome of a complaint investigation	
Against the outcome of an enquiry about results investigation	
Against the outcome of a malpractice / maladministration investigation	
Against a Reasonable Adjustment or Special Consideration decision	
Against a sanction being imposed	

### 3. Grounds for Stage One Appeal

Please detail why you are appealing against the outcome of the original decision

Please state your desired outcome.

Appellant's Signature	Date
	D D M M Y Y

#### 4 LAMDA Use Only

Form received on:	dd / mm / yy	Form received by (name):	
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Has enough information been provided to start a Stage One Appeal?	yes / no	If no, date appellant contacted	dd / mm / yy
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Date form passed to Investigation Manager:	dd / mm / yy	Name of Investigation Manager:	
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## Appendix 2 – Stage Two Appeal Form

**a. Before completing this form please ensure that you have read and understood the Appeals Policy and Procedure for LAMDA Examinations.**

b. This form must be received by LAMDA within **fifteen working days** of the appellant receiving the outcome of the Stage One Appeal.

c. All correspondence from LAMDA will be directed to the appellant only, who must be the appellant of the Stage One Appeal.

d. The fee for a Stage Two Appeal is £100. Payment can be made using BACS, cheque, credit card or debit card. Please contact LAMDA for account details. This fee will be refunded if your appeal is successful.

e. Email the completed form to [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk) or post the completed form and cheque (if chosen method of fee payment) to: Head of Examinations, LAMDA Examinations, 155 Talgarth Road, London, W14 9DA. Attach any supporting documentation.

### 1. Appellant Details

Given Name	Family Name

Email Address	Phone Number

### 2. Grounds for Stage Two Appeal

Please detail why you are appealing against the outcome of the Stage One Appeal decision.

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Appellant's Signature	Date						
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**3 LAMDA Use Only**

<b>Form received on:</b>	dd / mm / yy	<b>Form received by (name):</b>	
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<b>£100 received on:</b>	dd / mm / yy	<b>Method of payment:</b>	BACS / cheque / credit card / debit card
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<b>Has enough information been provided to start a Stage Two Appeal?</b>	yes / no	<b>If no, date appellant contacted:</b>	dd / mm / yy
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<b>Date form passed to Head of Qualifications:</b>	dd / mm / yy
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