

## APPEAL AGAINST AN INDIVIDUAL EXAM ADJUSTMENTS PANEL DECISION

Please refer to [lse.ac.uk/IndividualExams](http://lse.ac.uk/IndividualExams) for information about appealing an Individual Exam Adjustments (IEAs) Panel Decision. **You cannot appeal a decision until you have received the notification email from the IEA Panel.**

### Section 1: Your Details (please print in block capitals)

Surname

First name(s)

Student ID Number (e.g. 201312345)

Programme of Study (eg BSc Economics)

Signature

Date

### Section 2: Exams due to be taken this year

Please list which exams you will be taking this session, in date order.

Course Code  
(eg AC100)

Date

AM or PM













Course Code  
(eg AC100)

Date

AM or PM













### Section 3: Type of appeal

There are three types of appeal. Please tick a box to indicate which type of appeal you are submitting.

#### Type A: The IEAs do not make sufficient adjustments according to the documentation

**describing your condition.** If your IEAs were approved following the production of an ISSA we can undertake an administrative check of the evidence held in your Disability and Wellbeing Service (DWS) file. If the check confirms the IEA decision was appropriate you may be asked to provide new evidence before your appeal is concluded. If you would like this done please tick box A1 below. If you have information which DWS has not previously seen please submit it with this form and tick box A2 below. Do not wait for an administrative check - in all appeals your DWS file will be considered in full.

**A1** ☐ *I request an administrative check of the evidence on my DWS file to ensure that all evidence was considered by the panel. I understand that I may need to provide further evidence if the check confirms that the original IEA decision was appropriate.*

**A2** ☐ *I am providing new evidence for the appeal panel's consideration.*

#### Type B: There was a procedural defect in the Panel's decision making process

**B** ☐ *I allege that there was a procedural defect in the Panel's decision making process.*

**Section 4: Reason for Appeal** (for all types of appeal)

Please explain why you are submitting this appeal (continue on a separate sheet if necessary)

**Section 5: Evidence** (for types A2 and B only)

**In order for appeal types A2 and B to be considered you must provide new, original, documented evidence in English.** Please list the evidence that you have supplied below (if you have supplied more than three pieces of evidence please continue onto a separate sheet).

**Section 6: Outcome** (for panel and office use only)

Appeal upheld?

Changes or additions  
to adjustmentsFormal approval by Chair  
of IEA Appeals Panel

Date

Logged on eVision

**Section 7: Notes**

- Please refer to **[lse.ac.uk/IndividualExams](http://lse.ac.uk/IndividualExams)** for additional information about appealing decisions made by the IEA panel.
- You will be notified of the outcome of your appeal via your LSE email address within five working days of receipt of this form at LSE. If you have not heard from us please email [exams@lse.ac.uk](mailto:exams@lse.ac.uk).
- You should be aware that it can take some time to get IEAs in place, so even if your appeal is upheld we may not be able to get them set up in time for your exam.

**Please return this form in person or by post (applications cannot be submitted by email) to:  
Exams, Student Services Centre, LSE, Houghton Street, London, WC2A 2AE, United Kingdom.**