

1. Process

- 1.1 All **First Stage Appeals** must be submitted via the form available on the LCME website. lcme.uwl.ac.uk/information/appeals
- 1.2 All First Stage Appeals must be submitted within 30 days of receiving the result.
- 1.3 Appeals will be acknowledged within 10 working days – however the review may take up to 45 working days from receipt of payment and the necessary supporting documentation.
- 1.4 If a first stage appeal remains unresolved, candidates can submit a **Second Stage Appeal**.
- 1.5 Second Stage Appeals must be lodged in writing via an online form (which will be made available to anyone who has first been through the first stage).

2. First Stage Appeal

- 2.1 **Practical/Written (in-person/digital) exams:** candidates may submit an appeal relating to the outcome of their exam. The current charges are available via the website.
- 2.2 All First Stage Appeals will be considered by the LCME Appeals Panel.
- 2.3 If the applicant is dissatisfied with the outcome, they may submit a Second Stage Appeal.
- 2.4 If the first stage appeal is upheld, all fees will be refunded.

3. Second Stage Appeals

- 3.1 A Second Stage Appeal must be lodged by the candidate (or the parent/guardian), not later than 3 weeks after the date of reply to the first stage appeal.
- 3.2 All Second Stage Appeals will be considered by the Chief Examiner.
- 3.3 If the second stage appeal is upheld, all fees will be refunded.

4. General

- 4.1 An appeal will normally only be considered in relation to a perceived error in examination procedure.
- 4.2 The relevant Chief Examiner will be responsible for gathering together all information relevant to an appeal and presenting it to the Appeals Panel.
- 4.3 The decision of the Appeals Panel will be communicated in writing to the candidate (or his/her representative) within seven days of the panel coming to a decision, and normally not later than 45 working days after submission.
- 4.5 If as a result of an appeal about either a practical or written examination, a question arises about the accuracy of other results, LCME will take appropriate action to ensure the integrity of the qualification.
- 4.6 If the candidate is dissatisfied with the decision of a second stage appeal, they have the right to have the appeal considered by an independent person, to be nominated by the LCME Appeals panel, who is not a member of the panel or the board. This person will have been independent of LCME for all other purposes within the past seven years, will have experience of assessment processes, and will have specific experience of this area of examining. The decision of that independent person will be final.

5. Charges

- 5.1 Please see the LCME website for the current charges. Fees are charged in GBP. LCME will not begin an appeal until the applicable fee has been paid and all relevant documentation has been provided.
- 5.2 If the candidate's mark is adjusted up so that a higher band is awarded, a new certificate will be issued and the appeal fee will be refunded. A report on the reappraisal will be issued but a new report form will not be presented. LCME will not provide individual feedback.