

## **Results and Appeals Policy for Elizabeth Samuels's Drama School and LAMDA Examinations**

The Results and Appeals Policy for Elizabeth Samuels's Drama School and LAMDA Examinations serves as a crucial document outlining the transparent and fair procedures governing the assessment, reporting, and appeals process within the institution. This policy ensures that all stakeholders, including students, parents, and faculty members, have a clear understanding of the criteria and steps involved in evaluating performance and addressing any concerns or disputes.

By establishing this policy, Elizabeth Samuels's Drama School aims to uphold the highest standards of academic integrity and accountability. It provides a structured framework for the accurate recording and communication of examination results, fostering trust and confidence in the assessment process. Additionally, the policy outlines the specific procedures for lodging appeals, creating a mechanism for students to seek a review of their results if they believe there has been an error or injustice.

Ultimately, the Results and Appeals Policy plays a pivotal role in maintaining the reputation and credibility of Elizabeth Samuels's Drama School and its affiliation with LAMDA examinations. It ensures that all individuals involved in the assessment process are treated fairly and equitably, reinforcing the institution's commitment to excellence in performing arts education.

### **LAMDA Contact Details**

Email: [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk)

Phone number: [+44] 020 8834 0530

Address: LAMDA, 155 Talgarth Road, London, W14 9DA, United Kingdom

### **LAMDA Appeals Policy**

#### **1. Results Release**

1.1. Examination results for students of Elizabeth Samuels's Drama School will be released in accordance with the designated schedule provided by LAMDA Examinations.

1.2. Results will be communicated directly to the registered contact at Elizabeth Samuels's Drama School, who will subsequently distribute them to the respective students.

1.3. Any discrepancies or concerns regarding the accuracy of the results should be reported to Elizabeth Samuels Drama School who will in turn report to LAMDA, within 7 working days from the date of result issuance.

## **2. Review of Results**

2.1. Students who wish to request a review of their examination results must submit a formal request to Elizabeth Samuels's Drama School within 14 working days from the date of result issuance.

2.2. The request for a review of results should specify the particular examination(s) in question and provide a clear rationale for the review.

2.3. Upon receipt of a review request, Elizabeth Samuels's Drama School will collate and submit all relevant information to LAMDA Examinations for further assessment.

2.4. LAMDA Examinations will conduct an independent review, including a re-evaluation of the examination material in question, and communicate the outcome to Elizabeth Samuels's Drama School within 14 working days from receipt of the request.

## **3. Appeals Process**

3.1. If a student is dissatisfied with the outcome of the review, they may submit an appeal to Elizabeth Samuels's Drama School within 14 working days from the date of receiving the review outcome.

3.2. The appeal must clearly outline the grounds for disagreement and provide any additional evidence or information supporting the appeal.

3.3. Elizabeth Samuels's Drama School will compile and submit the appeal, along with all relevant documentation, to LAMDA Examinations for further consideration.

3.4. LAMDA Examinations will convene an Appeals Panel to independently assess the appeal. The Panel will consist of impartial assessors not involved in the original examination process.

3.5. The Appeals Panel will communicate their decision to Elizabeth Samuels's Drama School within 14 working days from the date of receiving the appeal.

## **4. Confidentiality and Impartiality**

4.1. All aspects of the results review and appeals process will be conducted with strict confidentiality and impartiality.

4.2. All parties involved in the process, including students, instructors, and examiners, are expected to respect the confidentiality of the proceedings.

## **5. Fees**

5.1. There may be a nominal fee, set by LAMDA, associated with the review and appeals process. Details regarding applicable fees can be obtained from Elizabeth Samuels's Drama School. *"A Stage Two Appeal incurs a fee of £100, payable by the appellant. This amount will be refunded if the Stage Two Appeal is upheld."* Any fees collected will be paid directly to LAMDA. Please refer to LAMDAs Appeals Policy [here](#).

### **Contact Information:**

**Elizabeth Samuels Drama School**

**Name: Samuel Davis**

**Email: [sam@elizabetsamuelsdrama.com](mailto:sam@elizabetsamuelsdrama.com)**

**Phone number: 07429478447**

### **LAMDA Contact Details**

**Email: [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk)**

**Phone number: [+44] 020 8834 0530**

**Address: LAMDA, 155 Talgarth Road, London, W14 9DA, United Kingdom**

This Results and Appeals Policy is designed to ensure a fair and transparent process for students of Elizabeth Samuels's Drama School participating in LAMDA Examinations. All parties involved are expected to adhere to the stipulations outlined herein.

This policy will be updated annually.

**Next review date: September 2024**