

# Appeals – Student Guide

## **How do I make a concession application?**

Concession forms are available from ELITE.  
left hand menu  
concession forms by course.

You must fill out the form following the detailed instructions provided with it. Then, return the form with supporting documents by email to the centre specific address indicated on the form. This must be done within seven calendar days of the date of the exam or hand

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explanation that there were exceptional circumstances which justified your delay in submission.

### **I have a question not covered here**

For further details on concessions or Stage One Appeals Assessment Office at [assessments-yourcentre@law.ac.uk](mailto:assessments-yourcentre@law.ac.uk), for example [assessments-bloomsbury@law.ac.uk](mailto:assessments-bloomsbury@law.ac.uk).

For details about Stage Two Reviews, please contact the Academic Registry at [academic.registry@law.ac.uk](mailto:academic.registry@law.ac.uk).

**You can also request advice from your Course Leader or Head of Students on what grounds you can use to submit a concession/appeal, and what evidence will be required.**

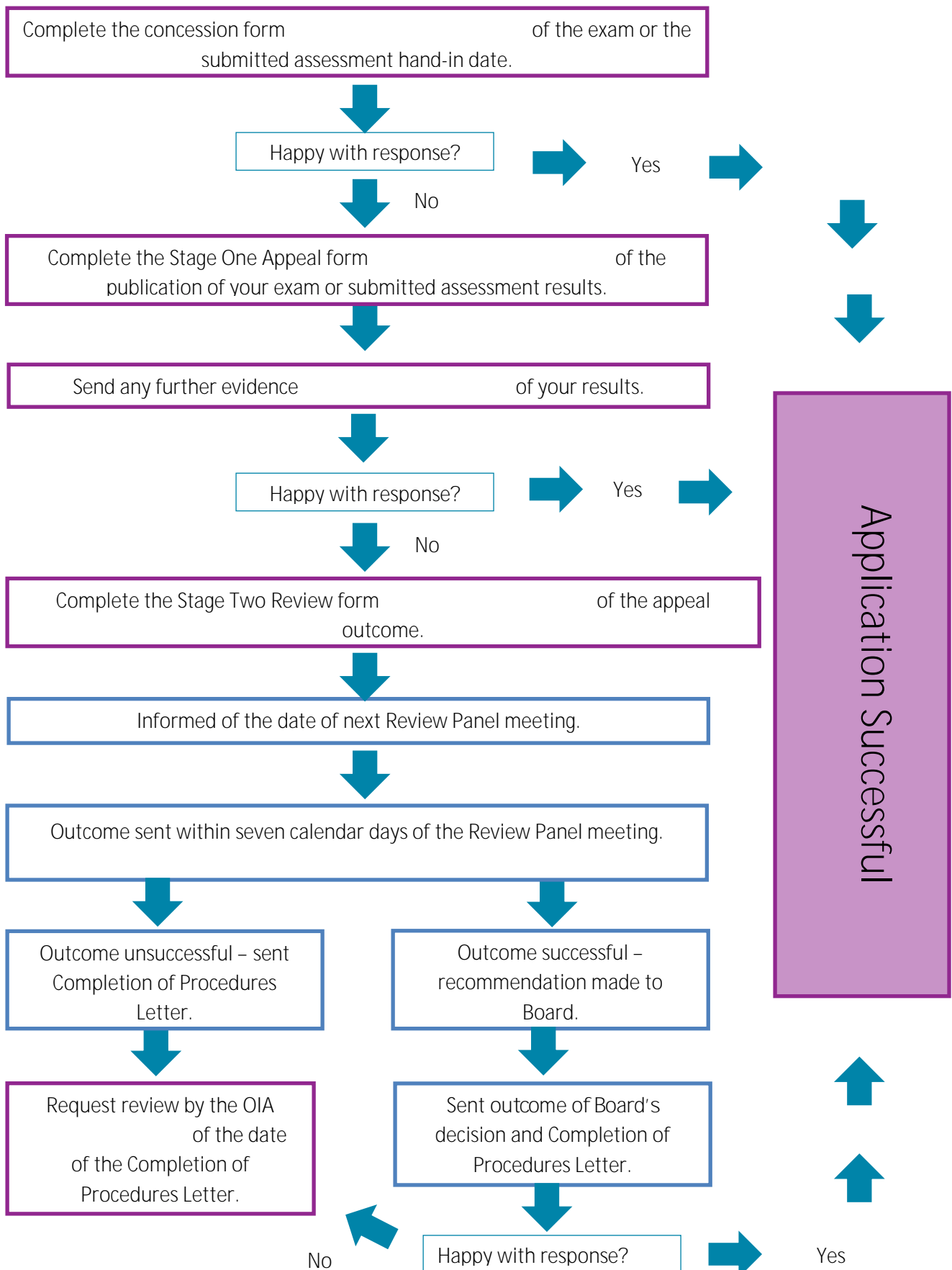
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## Version History

<b>Version</b>	<b>Amended by</b>	<b>Revision summary</b>	<b>Date</b>
1.0			September 2016
1.1	Senior Quality Officer	Change to the document coding convention	March 2020
V1.1	Registry Assistant	Extension approved for 2 years	October 2021