## **Examinations Appeals Form**

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:  Complaint/appeal against the centre's delivery of a qualification  Complaint/appeal against the centre's administration of a qualification  the outcome of an enquiry about results			
Name of appellant	i v	Candidate name  f different to  ppellant	
Awarding body		Jnit/module/exam aper code	
Subject		Jnit/module/exam aper title	
	gthy, please write as bullet points; plea idence you may have to support what		include relevant detail such as dates, names
Your appeal should identify the centre's failure to follow procedures as set out in the relevant policy, and/or issues in teaching and learning which have impacted the candidate			
If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed			
Detail any steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s)			
Candidate's Signa	ture:		Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the Head of Examinations, on behalf of the Head of Centre, to the timescale indicated in the internal appeals procedure.

This form must be signed by the candidate because the result of the appeal could lead to a change in their grade. This change could be up or down or stay the same.