Appeals form

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

Please tick to indicate what the appeal is against:

☐ **internally assessed marks (Non-Examination Assessment)**

☐ **the outcome of an enquiry about results (Examination)**

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please choose an appropriate grounds for your appeal:

☐ Not properly applied the mark scheme

☐ Not properly applied the procedures

Please provide further details and evidence for your appeal below:

Continue overleaf if necessary

Appeal against internally assessed marks (Non-Examination Assessment)

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process and **the outcome of the appeal could mean that my mark is higher than, lower than or the same as my original**.

Signature: **Date of signature:**

Appeal against the outcome of an enquiry about results (Examination)

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal and this will be refunded if the appeal is upheld. I understand that **as a result of the appeal my mark may be higher than, lower than or the same as my original.**

Signature: **Date of signature:**

The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer, on behalf of the Head of Centre, by the deadline set for the academic year.