

Candidate Appeals Procedure

Appendix A: Appeals and Complaints Form: Stage 1

Candidate name		Telephone number	
Tutor name			
Learning Site			
Assessment method		Assessment date	
Verifier name (if known)			
Programme of study and level			
Unit(s) of competence forming subject of appeal			
Date appeal notified to tutor			
Reason for appeal or complaint (<i>attach supporting evidence as required</i>)			
Tutor decision and outcome:			

To be completed by the candidate:

I agree with / wish to appeal against the verifier's decision (delete as appropriate)

Candidates signature:		Date:	
Tutor signature:		Date:	

Appendix B Appeals and Complaints Form: Stage 2

Candidate name:		Telephone number:	
Tutor name			
Assessment site			
Assessment method		Assessment date:	
Verifier name		Telephone Number:	
Programme of study and level			
Unit(s) of competence forming subject of appeal			
Date appeal notified to VERIFIER			
Date, time, location of meeting with candidate			

Date, time, location of meeting with assessor			
Verifier decision:	Original assessment decision upheld or overturned (delete as appropriate)		
Reason for verifiers decision:			
To be completed by the candidate: I agree with / wish to appeal against the verifier's decision (delete as appropriate)			
Candidate signature:		Date:	
Verifier signature:		Date:	