**Appeal**

**Request Form**

**Appeals Form**

Guidance notes:
The purpose of an appeal is to ascertain if we have applied the correct processes, procedures and policies in a fair and consistent way.

As detailed in our Appeals Policy, the appeals procedure will not comprise of:

* a reassessment of external assessments
* a review of assessment decisions
* a review of the content of External Quality Assurance or assessment audit visit reports

The types of appeals we will accept:

* Outcome of an enquiry about results and assessment decisions
* Outcome of an application for reasonable adjustments or special consideration
* Outcome of a maladministration or malpractice investigation
* Outcome of a decision to impose a sanction resulting from a malpractice or maladministration investigation
* Outcome of a review of an appeal (stage 1) decision
* Termination of product and/or centre approval status for maladministration or malpractice, or termination for breach of Centre Agreement.

Your request should include a clear rationale as to why you believe that a marking or moderation error has occurred or why you believe that that we did not properly or fairly apply our relevant processes, procedures or policies and must include supporting evidence.

Evidence of learner authorisation must be retained and kept for at least six months following the outcome of an appeal and in compliance with relevant legislation.

If your application does not include sufficient information or evidence, we will inform you in writing, and include a final deadline for the submission of any further information and evidence to support your appeal application.

An appeal must be received **within 30 calendar days** of our original decision.

**Please complete this form and send to** **appeals@ncfe.org.uk****, copying in your Head of Centre to confirm their approval of this appeal.**

**Centre details**

|  |  |
| --- | --- |
| **NCFE Centre Number**  |  |
| **Centre Name** |  |
| **Centre Address** |  |
| **Contact Name (for this appeal)** |  |
| **Contact’s Job Title** |  |
| **Contact’s Email Address** |  |
| **Contact’s Phone Number** |  |

 **Type of Appeal**

|  |  |
| --- | --- |
| Outcome of an enquiry about results and assessment decisions |  |
| Outcome of an application for reasonable adjustments or special consideration |  |
| Outcome of a maladministration or malpractice investigation |  |
| Outcome of a decision to impose a sanction resulting from a malpractice or maladministration investigation |  |
| Outcome of a review of an appeal (stage 1) decision |  |
| Termination of product and/or centre approval status for maladministration or malpractice, or termination for breach of Centre Agreement.  |  |

 **Assessment details**

|  |  |
| --- | --- |
| **Qualification name** **or End Point Assessment** |  |
| **Qualification number** |  |
| **Assessment date/window** |  |
| **Was this assessment completed online or paper based or by an IEPA for End Point Assessment?** |  |
| **Date you received results or decision which you are appealing?** |  |

**Learner details**

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| --- | --- |
| **Learner Name** | **Batch Number or ULN for EPA** |
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| **Grounds for appeal.**Please clearly set out why you think NCFE did not apply the correct processes, procedures or policies in a fair and consistent way. Please attach all supporting evidence and documentation as necessary.  |
|  |

**Declaration**

I accept that NCFE will hold and process electronically the information given and may use it for any purpose deemed relevant to this enquiry.

I confirm that the centre and the learner(s) support this submission, that I have evidence of learner authorisation, and will provide this to NCFE if requested.

I confirm that Head of Centre approval for this application has been granted.

I confirm that I understand that by submitting this form I accept the associated fees which may be charged.

Signed: ………………………………………… Print name: …………………………………………

Date: …………………………………………

Contact Us

Visit: [www.ncfe.org.uk](http://www.ncfe.org.uk)

Email: appeals@ncfe.org.uk

Call: 0191 239 8000