

**CONFIDENTIAL
APPEALS FORM**

Any learner wishing to appeal against an assessment decision may request completion of this form by his/her tutor.

Learners and tutors should make every effort to resolve difficulties together, before considering formalizing the appeal. This may include informal reference to an internal verifier. If an appeal remains necessary, this form must be completed.

The form may also be used to pass on a summary of the discussions or recommendations to the verification team even when a formal appeal is not being made.

Please tick whether the completion of this form is:

- a) for information
- b) as part of a formal appeal

<u>Summary of the issue</u> (this should include details of the complaint with dates and names of those involved and actions taken to resolve the issues)	
Additional comments from the learner	
Additional comments from the assessor	
Complainant's name:	
Date of informal discussion with the Family and Community Learning Manager:	
Date of completion of this form:	

This information should be protected by all parties. It must be passed on to the Family and Community Learning Manager and thence to those directly involved. The complainant should keep a completed copy of this form.