



**Elstree University Technical College
Internal Appeals Form**

Internal Appeals about Assessment Decisions

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

Please tick to indicate what the appeal is against:

- an internal assessment decision**
- the centre decision not to support an enquiry about results**
- the outcome of an enquiry about results**

Name of appellant		Candidate name (if different to appellant)	
Awarding body		unit/module/exam paper code	
Subject		unit/module/exam paper title	

Please state the grounds for your appeal below:

continue overleaf if necessary

Appeal against an internal assessment decision**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 marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

Signature:**Date of signature:****Appeal against the centre decision not to support an enquiry about results****Appellant declaration**

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:**Date of signature:****Appeal against the outcome of an enquiry about results****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. I understand this fee will be refunded if the appeal is upheld.

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, to the timescale indicated in the internal appeals procedure.