Internal Appeals Form

Summer 2020 awarding

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- ☐ Appeal against the centre's decision not to seek any information the awarding body holds that would be needed for an appeal
- ☐ Appeal against the centre's decision not to appeal to the awarding body

Name of appellant		Awarding body	
Candidate name if different to appellant		Qualification type Subject	

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature: Date of signature:

This form 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

Complaints and appeals log

[Insert your centre's process on the use of this log, for example - On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.]

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date

FOR CENTRE USE ONLY

Student request for Centre Assessment Grades

Summer 2020 awarding

Date received	
Reference No.	

Name:

Student Number:

Subject	Exam board	Final Grade	Centre Assessed Grade

Signed:

Date:

Please complete and send to Graeme Elliott, Data Protection Officer, via email at Graeme.elliott@hartlepoolfe.ac.uk. The college may only share evidence of centre assessment grades and CANNOT share grade ranking information.