This application must be submitted within *10 working days* of notification of the decision.

# Section A – About the Appeal

**Type of decision you would like to appeal**

|  |  |  |
| --- | --- | --- |
|  | *Please tick* | |
|  | **Provider** | **Learner** |
| Outcome of an enquiry into the external quality assurance decisions of internally marked assessments |  |  |
| Outcome of an enquiry into the provider’s risk rating or withdrawal of approval for qualification(s)/ all provision |  |  |
| Appeal against the outcome of an application for reasonable adjustments or special consideration |  |  |
| Malpractice decision or sanction resulting from an investigation |  |  |
| Appeals against Access to HE Diploma results |  |  |

|  |  |
| --- | --- |
| **Reference number (if applicable)** |  |
| **Date of notification of the decision** |  |
| **Provider name** |  |

# Section B – For Appeals about Access to HE Diploma results

If the application does not relate to Access to HE Diploma results, please skip to section D.

|  |  |
| --- | --- |
| **Learner Details** | |
| **Full name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Date of birth** |  |

|  |  |
| --- | --- |
| **Provider Details** | |
| **Provider name** |  |
| **Course run ID** |  |
| **Qualification title** |  |
| **Unit** |  |
| **Date result issued** |  |

# Section C – Reason for the appeal

|  |
| --- |
| **Please clearly detail the specific reason for your appeal** |
|  |

|  |
| --- |
| **Please use this space for any supporting information**  (Additional documents can be provided) |
|  |

# Section D – Declaration

**To be completed by a provider appealing an Open Awards decision. For a learner submitting an appeal against Access to HE Diploma results, please skip to section C.**

|  |  |  |
| --- | --- | --- |
|  |  | **Please tick** |
| I understand that there is a fee attached to appeals in line with Open Awards [pricing information](https://openawards.org.uk/centres/pricing-information/). Section E must be completed for Open Awards to process the appeal. | |  |
| I understand that if the appeal finds that appropriate processes, procedures or policy were not followed, the fee will be refunded. | |  |
| For appeals against Access to HE Diploma results, I understand that grades awarded to the learner following this appeal may be lower than, higher than, or the same as the grade originally awarded. | |  | |
| I am authorised to submit this appeal. | |  |

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

# Section E – Payment

|  |  |  |
| --- | --- | --- |
| **Providers** |  | **PO Number** |
| Providers enquiring about results on behalf of a learner will be invoiced on receipt of this application. If the provider has uses Purchase Order Numbers, please provider the relevant Purchase Order number for the enquiry. | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learners** |  | | | **Please tick** |
| **Preferred method of payment** | | Debit Card Payment | |  |
| Credit Card Payment | |  |
| To make a card payment please provide your email address below. We will email you a secure link to submit your card details. | | | | |
| **Email address** | | |  | |
| **Internet Banking** | | | **Cheque/ Postal Order** | |
| You will need an Internet Banking facility to use this payment method.  Internetbanking payments to:  Open Awards, Sort Code: 01-01-97  Account Number: 21078025  Please quote your name in the ‘Reference Box’. | | | Made payable to Open Awards.  Please send cheques/Postal Order and a copy of your ID to:  Open Awards  17 De Havilland Drive  Estuary Commerce Park  Speke, Liverpool, L24 8RN. | |

|  |
| --- |
| All information provided on this form will be held securely on our database and only used for the purposes provided. Full details on how we use and protect your data are available in our [Privacy Notice.](http://openawards.org.uk/privacy-policy/)  Open Awards tries to meet the highest standards when collecting and using personal information. Customers are encouraged to email [info@openawards.org.uk](mailto:info@openawards.org.uk) if you believe any data to be incorrect, unfair, misleading or inappropriate. |