

FORMAL EXAMINATION APPEAL FORM

BIIAB COURSES

1. PERSONAL DETAILS

Title Mr/Mrs/Miss/Ms		Company/ Organisation:	
First name:			
Family name:			
Examination:		Date:	
Location:			
Address where you can be contacted over the next ten weeks:		Telephone No.	
		Mobile Number	
		E-mail Address	

Please continue on the reverse of this form if additional space is required for any question.

2. APPEALS DETAILS

Please state the nature of your appeal and give further details (use a separate sheet if necessary). Please give exact dates/times and location of incident(s) wherever possible. Retrospective complaints (more than 10 days after the incident) will not be considered.

Did you have a particular assessment requirement which was not recognised? Please give details

Did you feel that the physical environment of the examination accommodation disadvantaged you? Please give details

Did you feel disadvantaged by the conduct of the examination? Please give details

Did you feel disadvantaged by for other reason? Please give details

Have you included all documentation substantiating the appeal? (In addition to this form and a letter outlining the grounds for the appeal, documentation substantiating the case must be attached where applicable.) Please list additional documents that are accompanying your appeal form here:

Who else have you discussed this appeal with? (e.g. trainer, invigilator, line manager, Beyond the Blue Ltd. employee) Has advice been given and have you acted on that advice? NB a Formal Examination Appeals may be rejected unless you have tried to solve this problem by other means.

Name

Position

Can you suggest any action which will prevent this situation from recurring?

3. DECLARATION

I declare that the information given in this formal examination form is a true statement of the facts and that I would be willing, if required, to answer further questions related to it.

I also agree (in accordance with the Data Protection Act) to this form being held on file by Beyond the Blue Limited.

Signed		Date	
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Have you exhausted all other strategies for dealing with this problem?

Completed forms should be sent to:

Complaints Manager
 Beyond the Blue Training & Consultancy
 92 Vegal Crescent
 Englefield Green
 Surrey TW20 0QF

Genuine examination appellants will receive an acknowledgement to this complaint within 5 working days of it being received by Beyond the Blue Training & Consultancy.

For administrative use only:

Appeal form sent to:	
Appeal form received by:	
DATE	

Only signed hard copies of this form will be considered. Electronic copies are not considered or recognised as true copies and will not be acknowledged.