FOR CENTRE USE ONLY **Complaints and Appeals form** Date received Reference No. Please tick box to indicate the nature of your complaint/appeal Complaint/appeal against the centre's delivery of a qualification Complaint/appeal against the centre's administration of a qualification Name of complainant/appellant Candidate name (if different to complainant/appellant) Please state the grounds for your complaint/appeal below: If your grounds are lengthy, please write as bullet points; please keep to the point and include relevant detail such as dates, names etc. and provide any evidence you may have to support what you say Your appeal should identify the centre's failure to follow procedures as set out in the relevant policy, and/or issues in teaching and learning which have impacted the candidate If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed Detail any steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s)

This form must be completed in full - an incomplete form will be returned to the complainant/appellant

Date of signature:

Complainant/appellant signature:

Complaints and Appeals log

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date
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