

Complaints and Appeals Form

Please tick a box to indicate the nature of your complaint/a	ippeal:	FOR CENTRE USE ONLY	
Complaint/appeal against the centre's delivery of a cComplaint/appeal against the centre's administration	· ·	Date received	
qualification		Reference No.	
☐ Complaint/appeal following an investigation of	a formal		
complaint			
Name of complainant/appellant			
Candidate name if different to complainant/appellant			
Please state the grounds for your complaint/appeal below	,		
If your complaint is lengthy please write as bullet points; please I and provide any evidence you may have to support what you say		clude relevant detail s	uch as dates, names etc.
Your appeal should identify the centre's failure to follow proced- learning which have impacted the candidate	ures as set out in the rel	evant policy, and/or is	ssues in teaching and
If necessary, continue on an additional page if this j	form is being completed ele	ctronically or overleaf if	hard copy being completed
Detail any steps you have already taken to resolve the issu the issue(s)	ue(s) and what you wo	ould consider to be a	a good resolution to
Complainant/appellant signature:		Date of signatur	e:

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