CR12 Application for Appeal Form

**Application for an appeal**

As you complete this form please use the guidance available in [CPCAB’s Appeals Policy](https://www.cpcab.co.uk/public_docs/enquiries_and_appeals_policy) which outlines the grounds for appeal, the procedures which will be followed and the [associated fees](https://www.cpcab.co.uk/centres/fees). Please only make an appeal if your appeal falls within the 3 types of appeal accepted by CPCAB and is based upon one of the 2 types of grounds for appeal.

Name of appellant (Head of Centre/Centre Manager):

Centre Name:

Centre Number:

Telephone number:

Name and position of person to contact at the centre:

Email address of contact person:

External Assessment date (if applicable):

Title of qualification (if applicable):

Name(s) and candidate number(s) of candidates on whose behalf you are making this appeal (if applicable)

|  |  |
| --- | --- |
| Candidate name | Candidate number |
|  |  |
|  |  |
|  |  |

Please indicate the type of appeal being initiated:

|  |  |
| --- | --- |
| Please tick |  |
|  | External assessment results |
|  | Decisions regarding Reasonable Adjustments and Special Consideration |
|  | Actions/sanctions taken against a candidate or centre following an investigation into malpractice or maladministration |

Please indicate the grounds for appeal:

|  |  |
| --- | --- |
| Please tick | The appellant considers that; |
|  | An error in assessment or moderation has occurred; or |
|  | CPCAB did not apply its procedures consistently, properly or fairly |

Please provide detail of the appeal below and attach any supporting documentation where relevant:

|  |
| --- |
| Expand if required |

I support this application for appeal and have read the [CPCAB Appeals Policy](https://www.cpcab.co.uk/public_docs/enquiries_and_appeals_policy). I understand there is a fee applied for an appeal which will be invoiced to the centre, and that this fee will be refunded should the appeal be upheld.

Name: Position at centre:

Signature: Date:

Please send your completed CR12 to exams@cpcab.co.uk