

Assessment Appeals Policy: Form for Candidates

You are advised to read the Assessment Appeals Policy before deciding to proceed with an appeal. Please submit all requests by email.

| Personal Details | |
|---|--|
| Forename: | |
| Surname: | |
| PIN: | |
| Address: | |
| Telephone Number: | |
| Details of the Assessment Appeal | |
| Assessment Unit: | |
| Date of Assessment: _____ | |
| Result of Assessment: _____ | |
| Grounds of appeal from the list set out in the Assessment Appeals Policy: | |
| Summary of Assessment Appeal: | |

| | |
|--|--|
| <p>Reasons why you believe the grounds of appeal apply:</p> | |
| <p>Desired outcome:</p> | |
| <p>Confirmation date that you were notified that all other routes of enquiry were exhausted, including the name and title of the CII staff member who has confirmed this</p> | |
| <p>List of evidence you have included to substantiate your claim:</p> | |

I agree that if it is found that grounds for appeal are discovered, I will be contacted by the Customer Service Team to process the Appeal fee of £122.00 (Refundable in the event of an appeal being upheld).

Declaration

It is my intention to make an appeal. The details I have provided are true and complete and I would be prepared to answer further questions in relation to any claims I have made. I consent to details in respect of my appeal being disclosed to necessary third parties.

Signed:

Dated:

Email address for correspondence:
appeals@cii.co.uk