

## Appeals Form: CIPFA examinations

Name	
Address	
Student number	
Student number	
Email address	
Telephone number	
Examination	
Examination date(s)	

**Please select your grounds for appeal by ticking the relevant box(es) below:**

There is evidence of bias, prejudice or discrimination as defined by the UK Equality Act 2010.	
New evidence exists of extenuating circumstances which, for valid reasons, the student could not disclose to CIPFA in line with the published timetable for Special Considerations applications.	
There is evidence of a substantial procedural irregularity with respect to an aspect of the conduct of the exams and/or determination of results.	

**Please summarise your appeal (use additional sheets where necessary):**

**List all documents/evidence appended in support of this appeal:**

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**Declaration**

I hereby state that I have read and accept the Assessment Appeals Policy. I enclose payment as required, and understand that if my appeal is not successful the fee will not be refunded. Furthermore, I understand that disagreeing with an academic judgement does not constitute grounds for appeal.

<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	
<b>DATE:</b>	

**A fee is payable and must accompany this form:**

- 1. All modules are £75.00**
- 2. All PEP are £200.00**

**Cheques should be made payable to CIPFA**

**Please return to Head of Qualifications and Membership, CIPFA, 77 Mansell Street, London E1 8AN or by email (scanned .PDF) to: [qualitycompliance@cipfa.org](mailto:qualitycompliance@cipfa.org)**

## Policy version and owner

Policy owner	Head of Qualifications & Membership
Version	1.2
Update	September 2023
Approval	SMB 05 September 2023
Policy review date	September 2024

## Regulatory references

<b>Ofqual General Conditions of Recognition</b>
Condition I1: Appeals process Condition I2: Compliance with Ofqual's appeals and complaints process