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**

**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.

|  |  |
| --- | --- |
| **SIGNATURE** |  |
| **PRINT NAME** |  |
| **DATE** |  |

**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:** [**studentsupport@cipfa.org**](mailto:studentsupport@cipfa.org)

Version and owner

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| --- | --- |
| Policy owner | Head of Qualifications and Membership |
| Version | 2.0 |
| Update | March 2021 |
| Approval | SMB 04 March 2021 |
| Policy review date | March 2022 |

Regulatory references

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| **Ofqual General Conditions of Recognition** |
| Condition I1: Appeals process  Condition I2: Compliance with ofqual’s appeals and complaints process |