

Assessment Offences Appeals Form

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

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

Bias, Prejudice or Discrimination There is evidence of bias, prejudice or discrimination during the assessment or marking process, as defined under the UK Equality Act 2010.	
Information Received Relevant information received by the Assessment Offences Assessor had not been taken into consideration	
Extenuating Circumstances New evidence has come to light regarding extenuating circumstances which, for valid reasons, could not be disclosed within the published timeframe for Special Considerations applications.	
Procedural Irregularity There is evidence of a substantial procedural irregularity in the administration of the assessment and/or in the determination of the result which may have adversely impacted the outcome.	
Administrative Error There is evidence that a material administrative or marking error occurred which may have affected the outcome.	

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 Offences Policy and Process and that I am submitting this appeal in accordance with the procedures set out therein.

I acknowledge that the required fee is enclosed with this application and understand that this fee is non-refundable if the appeal is not upheld.

I also understand that an appeal cannot be based solely on disagreement with academic or professional judgement, and that valid grounds for appeal must be clearly evidenced.

Signature:	
Print name:	
Date:	

Fees

A fee is payable and must accompany this form or be paid in advance:

[CIPFA to insert fee]

Return of this completed application form:

Email as an attachment to qualitycompliance@cipfa.org

Or: Post to Head of Qualifications Innovation and Development, to CIPFA, 77 Mansell Street, London E1 8AN

Payment options

Bank Transfer (BACS)

Please use the following details to make a direct bank transfer:

- Account Name: Chartered Institute of Public Finance and Accountancy (CIPFA)
- Bank: [Insert Bank Name]
- Sort Code: [Insert Sort Code]
- Account Number: **[Insert Account Number]**
- Reference: **[Your Student Number]** – APPEAL

Cheque

Payable to: Chartered Institute of Public Finance and Accountancy (CIPFA)

Send to:

Head of Qualifications Innovation and Development

CIPFA

77 Mansell Street

London

E1 8AN

Card Payment

Please contact the Assessment & Compliance Team at qualitycompliance@cipfa.org to arrange a secure online card payment.

