Enquiries and appeals form

Stage 1: Enquiry about results

Please ensure you have read the [Appeals Policy and Procedure](#) before completing the form.

Learners who wish to make an appeal should either be supported by their Centre or should have exhausted their Centre’s own appeals process before appealing to TLM.

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# Enquiries and appeals form

**Qualification title or focus of the enquiry**

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**Nature and detail of enquiry** *

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* Please attach supporting evidence if necessary.

**Details of any supporting evidence attached**

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________________________________________________________________________
Enquiries and appeals form

I am satisfied that the information provided is accurate and fully supports the enquiry.

**Tutor/assessor**

First name  

Last name  

Signature  

Date  

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Enquiries and appeals form

**Stage 2: Appeal**

A Stage 2 appeal must be submitted within 14 days of the Stage 1 Enquiry decision being received, accompanied with an administration fee of £50. TLM will acknowledge receipt of this appeal within 7 working days.

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Enquiries and appeals form

Qualification title or focus of the appeal

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Nature and detail of appeal – reason/s for disagreement with ‘Stage 1 decision’, additional information to be considered*

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* Additional evidence that in Learner/Centre’s view, has not been considered – or is provided in addition to that provided at the Stage 1. Please attach additional supporting evidence if necessary.
Enquiries and appeals form

Details of any additional supporting evidence attached

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____________________________________________________________________

I am satisfied that the information provided is accurate and fully supports the appeal.

Tutor/assessor

First name
________________________________________________________

Last name
________________________________________________________

Signature
________________________________________________________

Date
________________________________________________________

Referral to Regulatory Authority

If the learner is not satisfied with the appeal committee’s decision, they may refer their complaint to the appropriate Regulatory Authority i.e., Ofqual (England), SQA Accreditation (Scotland) or Qualifications Wales (Wales). Please note that the regulators are unable to overturn an assessment decision. Please see Appeals Policy and Procedure for the relevant contact details.
Enquiries and appeals form

Process

1. Learner discusses with Centre tutor/assessor
2. Follow Centre’s appeals process
3. Complete Stage 1 Enquiries and Appeals Form
4. Submit to TLM
5. TLM adjudication
6. Decision
   - Not upheld
     - Acknowledge within 7 days
     - Acknowledge within 7 days, procedure outlined within 14 days
     - Within 28 days
     - Adverse Effects procedure
   - Upheld
     - Within 28 days
8. TLM review