

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.

Learner

First Name _____

Last Name _____

TLM no. _____

Contact number _____

Email _____

Centre

Centre _____

TLM no. _____

Contact name _____

Contact number _____

Email _____

Enquiries and appeals form

Qualification title or focus of the enquiry

Nature and detail of enquiry *

* *Please attach supporting evidence if necessary.*

Details of any supporting evidence attached

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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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.

Learner

First Name	_____
Last Name	_____
TLM no.	_____
Contact number	_____
Email	_____

Centre

Centre	_____
TLM no.	_____
Contact name	_____
Contact number	_____
Email	_____

Enquiries and appeals form

Qualification title or focus of the appeal

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

** 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.*

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Details of any additional supporting evidence attached

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.

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Process

