



## Complaints / Internal Appeals Form 2020

### Summer 2020 Awarding – deadline for submission Tuesday 1<sup>st</sup> September

Please tick the box to indicate the nature of your appeal and complete all of the white boxes on the form below

- Appeal that the centres grading process was not followed correctly
- Appeal that the centre made a mistake when submitting a centre assessment grade or rank order information
- Appeal that an awarding body made a mistake when calculating, assigning or communicating a grade
- Appeal against the centres decision not to seek any information the awarding body holds that would be needed for an appeal; and/or not to appeal to the awarding body

Please complete information below:

<b>Surname</b>	
<b>Forename(s)</b>	
<b>Date of Birth</b>	
<b>Awarding body</b>	
<b>Subject</b>	
Please state the grounds for your appeal below:	
<b>Applicant signature</b>	<b>Date of signature</b>

Once complete, this form should be submitted to the exams officer by email only at [exams@saviosalesiancollege.com](mailto:exams@saviosalesiancollege.com) by the timescale indicated.

For college use only	
Date received:	Reference number: