



# Appeal Form

This Appeal Form is intended for candidates who wish to appeal against their examination result.  
Candidates are advised to read the Appeals Policy before submitting this form.

There is a fee of £50 for this service. The fee will be refunded if the appeal is upheld.

1. Applicant details	
Candidate name	
NEBDN candidate number	
Candidate home address	
Candidate email address	
Examination date	
Name of qualification	

2. Payment Details (please confirm how you are paying the fee – tick one)	
I have enclosed a cheque for £50 with this application form	<input type="checkbox"/>
I will contact you to pay £50 by debit/credit card ( <i>please ring 01772 429917</i> )	<input type="checkbox"/>

3. Grounds for appeal (please indicate on what grounds you are appealing)	
There is evidence to indicate that there was an irregularity in the conduct of an examination or that NEBDN Examiners did not act in accordance with published examination regulations	<input type="checkbox"/>
There was an apparent computational or administrative error in the recording, processing or reporting of examination results	<input type="checkbox"/>
Details of Exceptional Mitigating Circumstances which were, for justified reasons, not available prior to the issue of examination results in accordance with the NEBDN Exceptional Mitigating Circumstances Policy	<input type="checkbox"/>

4. Declaration and signature			
I have read the NEBDN Appeals Policy before submitting this appeal			<input type="checkbox"/>
Applicant signature		Date	

Please also complete page 2 of this form.

Post your completed form to NEBDN, Quayside Court, Chain Caul Way, Preston, PR2 2ZP  
or scan and email to [assessmentandawards@nebdn.org](mailto:assessmentandawards@nebdn.org)

## 5. Details of your appeal

Please provide full details of your appeal. You should justify your grounds for appeal and provide evidence to support your claim. You are strongly advised to read the NEBDN Appeals Policy before submitting an appeal.

You can use the space provided, continue on a blank sheet or attach a separate document.

### For NEBDN use only

Appeal assessed by:		Date assessed:	
Case rejected and appellant notified:	<input type="checkbox"/>	Date notified:	
Case established, fee processed, appellant notified:	<input type="checkbox"/>	Date sent to Appeal Panel:	