**** **DistanceLearningCentre.com**

**Learner Internal Assessment Appeal Form**

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| **Section 1**  | **To be completed by the learner if appealing an academic grading decision** |
| Name of learner:  |  |
| Learner email: |  |
| Learner entity code: |  |
| Course title: |  |
| Unit title: |  |
| Assessment to be re-marked: please tick: | Assignment: Exam:  |
| Name of tutor/assessor: |  |
| Date of assessment decision: |  |
| Learner to provide details of reasons why the assessment should be re-marked: |  |
| Learner signature: |  | Date: |

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| **Section 2** | **To be completed by the learner if appealing an academic misconduct decision** |
| Name of learner:  |  |
| Learner email: |  |
| Learner entity code: |  |
| Course title: |  |
| Unit title: |  |
| Assessment where academic misconduct has been highlighted: please tick: | Assignment: Exam:  |
| Name of tutor/assessor: |  |
| Date of academic misconduct decision: |  |
| Learner to provide details of reasons with evidence of why the academic misconduct decision should be reviewed. |  |
| Learner signature: |  | Date: |

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| **Section 3** |  |
| Lead internal verifier’s feedback on assessment re-mark decision:  |  |
| Lead internal verifier’s decision: |  |
| Date appeal received: |  |
| Date of reply to appeal: |  |
| Name of lead internal verifier: |  |
| Signature of lead internal verifier: |  | Date: |

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| **Section 4**  |  |
| External verifier’s feedback on assessment re-mark decision:  |  |
| External verifier’s decision: |  |
| Date of external verification: |  |
| Date of reply to appeal: |  |
| External verifier’s name:  |  |
| External verifier’s signature and date: |  | Date: |

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| **Section 5** |  |
| Quality Department’s feedback on academic misconduct appeal:  |  |
| Quality Department’s decision: |  |
| Date appeal received: |  |
| Date of reply to appeal: |  |
| Name of Quality nominee: |  |
| Signature of Quality nominee: |  | Date: |

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| **Section 6**  |  |
| External verifier’s feedback on academic misconduct appeal:  |  |
| External verifier’s decision: |  |
| Date of external verification: |  |
| Date of reply to appeal: |  |
| External verifier’s name:  |  |
| External verifier’s signature and date: |  | Date: |

**Learner External Academic Appeals Form**

**Enquiries about Grades/Results**

**Candidate Consent Form**

**Information for candidates**

The following information explains what may happen following an enquiry about the result of your assessment/qualification. If the DistanceLearningCentre.com makes an enquiry about the decision with the external verifier after your subject grade has been issued, there are three possible outcomes:

• Your original mark is lowered, so your final grade may be lower than the original grade you received.

• Your original mark is confirmed as correct, and there is no change to your final grade.

• Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about grades/results, you must sign the form below. By completing and signing this form you are informing the Quality Department that you have understood what the outcome might be, and that you give your consent to the enquiry being made.

**Candidate consent form**

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| Candidate Name: |  |

**Details of enquiry (Awarding Body, Qualification level, Subject title, unit)**

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**I give my consent to the Quality Department to make an enquiry about the result of the unit(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.**

Signed: …………………………………………………………………………………………….

Date: ………………………….

**DistanceLearningCentre.com Ltd: Dates revised: 02/10/12; 22/01/14; 13/11/15; 07/12/17; 31/07/18; 06/08/18; 11/11/20; 04/05/22; 12/05/23**