

## Appeals Form

SECTION 1 – Personal Details			
Name:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Address:			Post Code:
Email:			Tel/ Mobile:
SECTION 2 – Course / Unit/ Module Details			
Code/Title:			Date: / /
Assessor:			
Task:			
SECTION 3 – Appellant Declaration			
<p>I have read and understood the LTT Complaints and Appeals Policy and acknowledge that LTT will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however, should my appeal be successful I will receive a full refund of this fee.</p>			
Signature:			Date: / /
SECTION 4 – Appeal Details			
Please tick the area relating to your grounds for appeal:			
<input type="checkbox"/> Incorrect assessment decision <input type="checkbox"/> Inappropriate assessment task/process <input type="checkbox"/> Bias of the assessor <input type="checkbox"/> Faulty, inappropriate or lack of equipment <input type="checkbox"/> Lack of competence of assessor <input type="checkbox"/> Inappropriate assessment conditions <input type="checkbox"/> Incorrect information provided regarding assessment			
Please outline the situation for your appeal:			
Appeal discussed with the Assessor: <input type="checkbox"/> YES <input type="checkbox"/> NO Appeal has been successfully resolved: <input type="checkbox"/> YES <input type="checkbox"/> NO			
Admin Use Only			
<input type="checkbox"/> Appeal Form received (Admin)	Initial		Date: / /
<input type="checkbox"/> Appeal forwarded to Operations Manager	Initial		Date: / /
<input type="checkbox"/> Appeal recorded (Register)	Initial		Date: / /
<input type="checkbox"/> Letter of Acknowledgement sent	Initial		Date: / /
<b>Note: Use "Appeals Progress Form" to record further actions regarding this Appeal</b>			