

AAT Enquiries and Appeals procedure

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Associated regulations and policies

Guidance on the application of Reasonable Adjustments and Special Consideration in AAT assessments

Contents

1. Introduction	4
2. Scope and applicability	5
3. Purpose and objectives	5
4. Terms and definitions	5
5. Stage 1: Review enquiry request	6
6. Stage 2: Appeal of Stage 1 Review	8
7. Stage 2: Appeal of MRP decision	10
8. If you are not satisfied with the Appeal outcome	12
9. Application forms and fees	12
Appendix A – Overview of the Enquiries and Appeals procedure.	14
Appendix B – Application forms	15

1. Introduction

1.1. The guidance contained within this document and associated webpage is applicable to all qualifications that AAT deliver.

Please read this document carefully before making an application.

1.2. AAT has robust quality assurance procedures in place to ensure that your results are correct and are an accurate reflection of your performance. However, you (or your Training Provider or Employer acting on your behalf) can ask AAT to review your result, using the Enquiries and Appeals procedure, if you:

- have reason to believe that your result and / or percentage score for an assessment, or your overall grade and / or percentage score for a graded qualification or apprenticeship End Point Assessment (EPA), is not an accurate reflection of your performance.
- disagree with decisions made regarding Reasonable Adjustments or Special Considerations for an assessment you have taken (where an application for Reasonable Adjustments or Special Considerations has been made to AAT).
- disagree with a result of an assessment carried out by your Training Provider.
- have reason to believe that the awarded marks for the task(s) used to calculate an estimated result are incorrect. **Please note that enquiries and appeals procedure cannot be used to query the method of calculating estimated results.**

A Training Provider or an Employer can also use the procedure to make an enquiry for a group of students who took the same assessment within a seven-day period.

Note that if you are an apprentice making an enquiry or appeal in relation to an EPA, you must always submit this through your Training Provider or Employer.

1.3. If your assessment was originally marked by your Training Provider, or a decision regarding the application of Reasonable Adjustments was made by your Training Provider / Assessment Venue following the guidance provided by AAT, you must go through their appeals procedure before submitting an application to AAT. AAT will not accept an application unless all stages of your Training Provider / Assessment Venue's appeals procedure has been exhausted and this can be evidenced in your application to AAT.

1.4. A Stage 1 review must be completed before a Stage 2 appeal can be requested, except in the case of Malpractice Review Panel (MRP) decisions (see 1.4 below).

The purpose and a description of the process for a Review is given in Section 5. The purpose and a description of the process for a Stage 2 Appeal is given in Section 7.

Please bear in mind when requesting an enquiry that your mark or grade can go up or down.

- 1.5. Students (and staff at Training Providers or Assessment Venues) can also use the Enquiries and Appeals procedure to make an appeal against an MRP decision, regarding actions to be taken against them following an investigation into malpractice or maladministration. Only Stage 2 of the procedure will apply in these circumstances. A description of the process for appeals relating to MRP decisions is given in Section 7.
- 1.6. This document explains the responsibilities of students and Training Providers / Employers, and what AAT will do following the receipt of an application at each stage. An overview of the Enquiries and Appeals procedure is also given in Appendix A.

2. Scope and applicability

- 2.1. This procedure applied to students and their registered training providers and employers.
- 2.2. The purpose of this document is to provide guidance regarding the types of enquiries and appeals that can be requested by students, their registered training providers, and their employers.

3. Purpose and objectives

- 3.1. The purpose of this document is to give students, their registered training providers, and their employers the required information to assist them in submitting a request for an appeal and/or enquiry, what the process entails, what the agreed SLAs are and all related fees.

4. Terms and definitions

- 4.1. Student is used throughout the document to mean both conventional students and apprentices (when referring to EPAs).
- 4.2. Training Provider is the assessment centre to who the student is registered with. The Training Provider is the main contact if students need to contact or discuss any matters related to their assessment or result.
- 4.3. The Employer or Training Provider may act on behalf of the student by requesting an enquiry or appeal.
- 4.4. End Point Assessments (EPA) are related to apprenticeships.
- 4.5. Senior Examiner is the assessment subject matter expert who provides an outcome for a full enquiry request, based on a review of the student's assessment script and marking.

5. Stage 1: Review enquiry request

5.1. A Review should be requested if you:

- think an error has been made calculating your assessment result and / or, for graded qualifications or EPAs, your assessment percentage score, qualification grade and / or qualification percentage score. For estimated results, where you think that an error has been made when calculating your estimated result using your awarded task scores across other task positions.
- think an error has been made making decisions about the application of Reasonable Adjustments or Special Consideration (where an application for Reasonable Adjustments or Special Considerations has been made to AAT).
- require a more detailed review of your assessment script, including a review of any human marked tasks and would like enhanced feedback on your performance across each task.

5.2. As part of a review, AAT will check that all marks have been taken into consideration and that your assessment result and, if applicable, percentage score has been calculated and issued correctly. If you have completed a graded qualification or an EPA, AAT will check to ensure that the overall grade and percentage score are correct. If you are concerned about a decision relating to the application of Reasonable Adjustments or Special Consideration, AAT will check that the decision was appropriate and that any allowances (if applied) were correct. Remember that your mark or grade can go up or down as a result of a review.

5.3. AAT will also conduct a detailed review of your assessment script and provide enhanced feedback on your performance on each task. Any human marked tasks will be reviewed by someone who was not involved in the original marking process. Remember that your mark or grade can go up or down as a result of a Stage 1 review.

5.4. You (or your Training Provider or Employer acting on your behalf) can ask AAT to carry out a Stage 1 review by completing Form EA1A.

5.5. Your form, along with the required payment, must be received by AAT within 10 business days of the publication of your result or grade.

If your form is not received within this timescale, AAT may not be able to process your request. The current fee along with further information about completing and submitting forms is given in Section 9.

5.6. Please note that results for the majority of wholly computer marked assessments are available the same day. Results for assessments that are either partly or wholly human marked, or for EPA professional discussions, can take up to six weeks to be published.

5.7. Please provide a supporting statement in Section 4 of the form, which clearly states, as appropriate, and why you think your result is not a fair reflection of your performance. If you are concerned about decisions relating to the application of Reasonable Adjustments or Special Consideration (if applicable), please state why and provide relevant supporting evidence. Please note that an application for Reasonable Adjustments or Special Considerations must have been made to AAT. If appropriate, include details of any AAT assessment policies and / or processes that you think have not been followed in arriving at decisions relating to your assessment.

5.8. For all assessments, AAT will arrange for a detailed review to be undertaken as follows:

For all assessments, excluding portfolio / reflective components of EPAs, AAT will:

- refer all computer-marked tasks to a Senior Examiner for review.
- refer all human marked tasks to a Senior Examiner (i.e., not the original marker) for review.
- obtain written feedback from a Senior Examiner on your performance.

For portfolio / reflective components of EPAs, AAT will:

- carry out additional checks to ensure that due process was followed before, during and after the assessment took place.
- obtain written feedback from the Chief Independent Assessor on your performance.

For assessments that were marked by the Training Provider, AAT will instruct an independent subject matter expert to:

- check the outcome reported to you is correct.
- check that the Training Provider followed their procedures.
- review your performance in the assessment.
- provide you with basic feedback on your performance in the assessment.

5.9. AAT will communicate the outcome of the review to you by e-mail within 20 business days (four weeks) from the date AAT receive your completed application and payment, along with feedback from the Senior Examiner, as appropriate. Please note that copies or extracts from assessment scripts will **not** be provided to you at any stage of the Enquiries and Appeals procedure, as this could compromise the security of live assessments. The outcome of the Stage 1 review will be sent to the person who submitted the original application.

5.10. If the outcome of the review identified any errors that affected the marking of your result or the decision relating to the application of Reasonable Adjustments or Special Consideration, AAT will arrange for the appropriate adjustments to be made and will refund all review fees in full.

5.11. Group Reviews

- 5.11.1. You may request a Stage 1 review for a group of results, for the same reasons given in section 5.1.
- 5.11.2. A Training Provider or Employer may request a Stage 1 review of results for a group of two or more students who took their assessment within a seven-day period, if there is cause to believe that similar errors have been made in respect of results for all students in that group, or if the collective performance the student in the assessment is significantly out of line with predictions.
- 5.11.3. Form EA1B should be completed for group applications. Ensure you complete all sections as fully as possible, following the instructions given in paragraphs 5.4 and 5.6 (above).
- 5.11.4. For group requests, Form EA1B must be received by AAT within 10 business days of the date of the earliest result within the group.
- 5.11.5. The fee for a group Stage 1 review is the same per student / assessment as for individual reviews (see Section 9).
- 5.11.6. AAT will review the specified results of all students / assessments in the group, in accordance with paragraphs 5.7 – 5.8 (above). If errors are identified resulting in adjustments for any students in the group, appropriate adjustments will be made, and a refund of the review fee will be given for the students concerned. If a discounted fee was charged for a group of 10 or more students, the refund will be proportionate to the fee paid and the number of students for whom adjustments are made.

6. Stage 2: Appeal of Stage 1 Review

- 6.1. After receiving the outcome of your Stage 1 review you (or your Training Provider or Employer acting on your behalf) may submit an Appeal if you:
 - are still not satisfied that your result for an assessment, and / or where applicable, the assessment percentage score, overall grade and / or percentage score for a graded qualification or EPA, has been calculated correctly; and / or
 - are not satisfied that all aspects of your performance in the assessment were fully considered in reaching a decision; and / or
 - feel that all or part of your complaint has not been answered; and / or
 - feel that AAT did not follow due process in arriving at a decision.

- 6.2. If you decide to submit an Appeal, you (or your Training Provider or Employer acting on your behalf) should complete and return Form EA2A to AAT, along with the relevant fee, within 10 business days of receiving the Stage 1 outcome. Ensure you tick the box marked 'Stage 1 outcome' against 'Type of Appeal' in Section 1 of the form and provide the reference number that was given to you by AAT with the Stage 1 outcome notification. If your form is not received within 10 business days, we may not be able to process your request. The current fee along with further information about completing and submitting forms is given in Section 9.
- 6.3. In Section 4 of the form, you should clearly state why you are appealing the outcome of the Stage 1 review and provide any additional supporting evidence that you would like AAT to consider. In particular, please state:
- why you think your result and / or percentage score for an assessment, or the overall grade and / or percentage score for a graded qualification or EPA, has not been calculated correctly; and / or
 - any aspects of your performance in the assessment that you think have still not been considered in reaching a decision in your assessment; and / or
 - any parts of your enquiry that have not been answered; and / or
 - any aspects of AAT's process that you feel were not followed correctly.
- 6.4. Please note that you may submit a Stage 2 Appeal if you are not happy with the outcome of your Stage 1 review. However, the Appeal will only consider whether due process was followed at Stage 1.
- 6.5. Upon receiving your Appeal, a Senior Officer at AAT will review your application and:
- collate all the information and documents relevant to your case.
 - review the process followed in your case against the procedures.
 - refer the Appeal, with all supporting documentation, to the Appeals Panel.
- 6.6. The Appeals Panel will consist of a minimum of three members:
- the Compliance Director at AAT (acting as Chair)
 - an independent member of AAT staff who was not associated with the original investigation.
 - an independent member who is not an employee of AAT, a marker or an assessor working for it, or otherwise connected to it.
- 6.7. The Appeals Panel will conduct a thorough review of your concerns and will, in particular:
- check all aspects of the review(s) carried out at Stage 1
 - check that all AAT procedures have been followed correctly.
- 6.8. The Appeals Panel will consider and respond to your Appeal within 30 business days (**six** weeks) of receiving your completed application and payment. The outcome of the Stage 2 Appeal will be notified in writing to the person who submitted the Appeal application.

6.9. If any errors are identified as part of your Appeal that affected the marking, results or the decisions relating to the application of Reasonable Adjustments or Special Consideration, AAT will arrange for the appropriate adjustments to be made and refund all fees paid in connection with the Enquiries and Appeals procedure.

6.10. Group Appeals

- 6.10.1. You may request a Stage 2 Appeal for a group of assessments that have been through the Stage 1 review for a group of results, for the same reasons given in section 6.1.
- 6.10.2. Training Providers or Employers may request a Stage 2 Appeal for a group of two or more students / assessments that have been through the Stage 1 review.
- 6.10.3. Form EA2B should be used for group applications. Please ensure you tick the box marked 'Stage 1 outcome' against 'Type of Appeal' in Section 1 of the form and provide the reference number that was given to you by AAT with the Stage 1 outcome notification.
- 6.10.4. The Appeal for all students / assessments within the group must be made within 10 business days of receiving the outcome of the Stage 1 review for all students/assessments.
- 6.10.5. The fee for a group Appeal is the same per student / assessment as for individual appeals (see Section 9).
- 6.10.6. If the Stage 2 Appeal is upheld for one or more of the students / assessments in the group, appropriate adjustments will be made, and a full refund of review and appeal fees will be made for the students concerned.

7. Stage 2: Appeal of MRP decision

- 7.1. After receiving the outcome of your Malpractice Review Panel (MRP) hearing, you may submit an Appeal if you:
 - are not satisfied that all aspects of your case were considered in reaching a decision during the original review.
 - feel that all or part of your statement / evidence was not taken into consideration.
 - feel that AAT did not follow due process in arriving at a decision.
- 7.2. You (or your Training Provider or Employer acting on your behalf) should complete and return Form EA2A to AAT, along with the relevant fee, within 10 business days from the date of the MRP decision notification. Ensure you tick the box marked 'MRP decision' against 'Type of Appeal' in Section 1 of the form and provide the reference number that was given to you by AAT with the MRP outcome notification. If your form is not received within this timescale, we may not be able to process your request. The current fee along with further information about completing and submitting Form EA2A is given in Section 9 below.
- 7.3. In Section 4 of Form EA2A, you should clearly state why you are appealing the MRP decision and provide any additional supporting evidence that you would like AAT to consider. In particular, please state:

- any aspects of your case that you feel were not considered in reaching a decision during the original review.
- any parts of your statement / evidence that you feel were not taken into consideration.
- any aspects of AAT's process that you feel were not followed correctly.

7.4. A Senior Officer at AAT will review your application and:

- collate all the information and documents relevant to your case.
- review the process followed in your case against the procedures.
- refer your Appeal, with all supporting documentation, to the Appeals Panel.

7.5. The Appeals Panel will consist of a minimum of three members:

- the Compliance Director at AAT.
- an independent member of AAT staff who was not associated with the original investigation or Malpractice Review Panel.
- an independent member who is not an employee of AAT, a marker or an assessor working for it, or otherwise connected to it.

7.6. The Appeals Panel will conduct a thorough review of your case and will check:

- all relevant evidence has been taken into consideration by the MRP in arriving at a decision.
- any sanctions or disciplinary action has been applied correctly and fairly, in line with published guidelines.
- all AAT procedures have been followed correctly.

7.7. The Appeals Panel will consider and respond to your appeal within 30 business days (**six** weeks) of receiving your completed application and payment. The outcome of the Stage 2 Appeal will be notified in writing to the person who submitted the application.

7.8. If your Appeal is upheld, AAT will confirm any actions to be taken or changes that are to be made to the original MRP decision and will arrange for the Appeal fee to be refunded in full.

7.9. Please note that appeals against the MRP outcome can only be submitted for individual results.

8. If you are not satisfied with the Appeal outcome

8.1. If you are not satisfied with the outcome of your Appeal and the assessment forms part of a regulated qualification, you can refer your complaint to the relevant regulatory authority:

Disclaimer - Regulatory authorities do not have the power to overturn assessment decisions. This can only be done by the awarding organisation.

- Ofqual (England)
<https://www.gov.uk/government/organisations/ofqual/about/complaints-procedure>
- Qualification Wales
<http://qualificationswales.org/regulation/complaints/?lang=en>
- Council for the Curriculum, Examinations & Assessment (CCEA) (Northern Ireland)
<https://ccea.org.uk/regulation/about-ccea-regulation/complaint>
- Scottish Qualification Authority Accreditation Division (SQA Accreditation)
https://accreditation.sqa.org.uk/accreditation/About_Us/Complaints_Handling_Procedure

9. Application forms and fees

9.1. The application forms that should be completed for each stage of the Enquiries and Appeals procedure are included at Appendix B and are as follows:

- **Form EA1A** – Stage 1: Review (Individual)
- **Form EA1B** – Stage 1: Review (Group)
- **Form EA2A** – Stage 2: Individual Appeal (for Stage 1 or MRP decision)
- **Form EA2B** – Stage 2: Group Appeal (for Stage 1)

A separate form (and fee) is required for each assessment or qualification.

9.2. Training Providers or Employers that make an enquiry on behalf of a student or group of students are responsible for ensuring that:

- consent is given by the student(s) to complete and sign the application form on their behalf.
- all students are aware of the Enquiries and Appeals procedure and timelines.

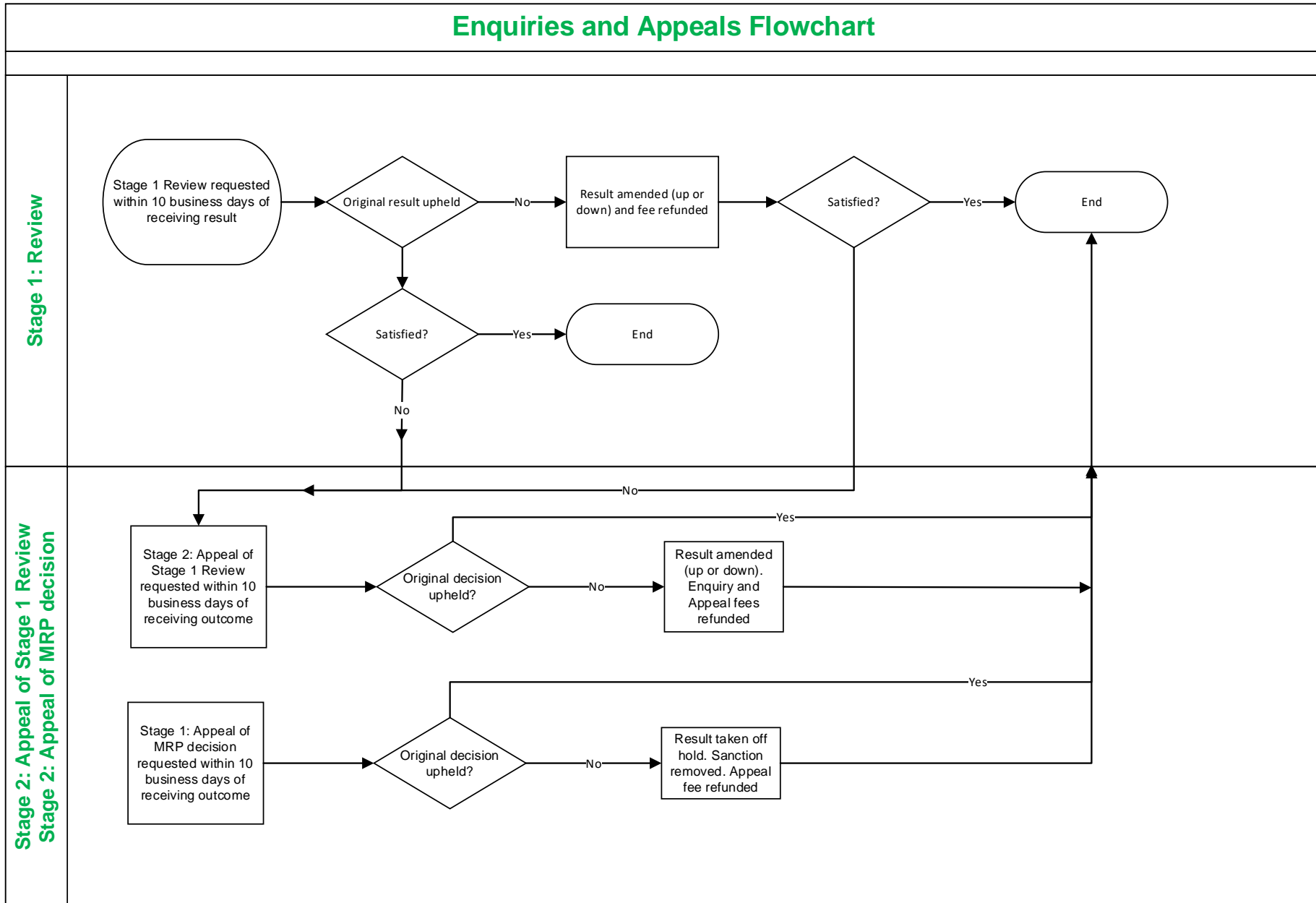
Note: For enquiries and appeals against EPA components, apprentices must always submit the relevant forms via their training provider or employer.

- 9.3. Application forms must be completed in full, signed (by hand or electronically) and e-mailed to assessment.operations@aat.org.uk.
- 9.4. If an application form has not been signed, it cannot be processed by AAT and will be returned to the applicant for signature. Application forms may be accepted with a typed name in the signature box as long as the name and email address that it is sent from exactly matches a corresponding name and email address that is registered with AAT.
- 9.5. The current fees (from 1st September 2023) for each stage of the Enquiries and Appeals procedure are as follows:

Stage 1: Review	£38 per student, per assessment
Stage 2: Individual Appeal (for Stage 1 or MRP decision)	£128 per student, per assessment

- 9.6. Within five business days of receiving your application form, AAT will acknowledge receipt and raise an invoice for payment. Payment of the invoice is required before your application can be processed.
- 9.7. Students can settle their invoice by bank transfer or Bank Card, by logging in to their MyAAT account or by contacting our Customer Services Team on +44 (0)20 3735 2468.
- 9.8. Training providers can settle their invoice by bank transfer or by contacting the Finance team on +44 (0)20 7397 3117 or the Customer Services team on the number above to pay by Bank Card.
- 9.9. Once payment has been received, AAT will process your application and notify you accordingly.

Appendix A – Overview of the Enquiries and Appeals procedure.



Appendix B – Application forms

Form EA1A – Stage 1: Review (Individual)

Form EA1B – Stage 1: Review (Group)

Form EA2A – Stage 2: Individual Appeal (for Stage 1 or MRP decision)

Form EA2B – Stage 2: Group Appeal (for Stage 1 decision only)

Form EA1A – Stage 1: Review (Individual)

Please read the Enquiries and Appeals procedure before completing. All sections are mandatory.

Please note when requesting a review your personal data from Sections 2 and 3 will not be sent to the Senior Examiner.

Section 1 – To be completed by the person making the request

Name	
Address	
Phone number	
Email address	
Organisation*	

**If submitting on behalf of your student(s) / employee(s), state the name of the Training Provider or business where you work*

*** Please refer to the Enquiries and Appeals procedure for further details of the Stage 1 review process*

Section 2 – Student and qualification / assessment details

Name of student <i>(if different from above)</i>	
AAT Student ID <i>(If known)</i>	
Qualification	
Assessment name or code	
Date of assessment	
Result and assessment percentage score	

Section 3 – Payment

Please note payment is only accepted via Bank card or BACS. An invoice will be raised on your account, your review will then be carried out once payment has been received and confirmed.

Details of how to make payment will be provided via email from the Assessment Operations team.

Section 4 – Supporting statement

In the space below, please state why you are requesting a review. State why you think your result is not correct or not a fair reflection of your performance. If necessary, please provide relevant supporting evidence and/or details of any AAT policies or processes that you think have not been followed when calculating your result.

If you think a decision taken regarding Reasonable Adjustments or Special Consideration was incorrect, please provide as much detail as possible.

***Please note retrospective Special Consideration requests will not be accepted as part of a review**

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Continue on separate sheet if necessary

Section 5 – Consent

I confirm that I have read and understood the Enquiries and Appeals procedure for a Stage 1 review. I understand that I (or the student for whom the review is to be undertaken) am solely responsible for any expense or loss of income that may be incurred before or after receiving the review outcome.

I understand that AAT will invoice me for the required fee and that this must be paid before my application can be processed.

For assessments originally marked by the Training Provider, I confirm that the Training Provider's internal complaints procedure has been completed before submitting this application.

Signed:	Date:
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Contact: Assessments Operations team
Email: assessment.operations@aat.org.uk

For internal AAT use only

Reference:		Review complete:	
Application received:		Outcome to applicant:	
Clerical checks:		Date Enquiry Completed:	

Form EA1B – Stage 1: Review (Group)

Please read the Enquiries and Appeals procedure before completing. All sections are mandatory.

Please note when requesting a review your personal data from Sections 2 and 3 will not be sent to the Senior Examiner.

Section 1 – To be completed by the person making the request

Name	
Address	
Phone number	
Email address	
Organisation*	

**If submitting on behalf of your student(s) / employee(s), state the name of the Training Provider or business where you work*

*** Please refer to the Enquiries and Appeals procedure for further details of the Stage 1 review process*

Section 2 – Qualification / assessment and student details

Qualification title			
Assessment name or code			
AAT student ID (if known)	Student name	Assessment, result, and percentage score	Details of any impairments or Reasonable Adjustments given (if applicable)

Section 3 – Payment

Please note payment is only accepted via Bank card or BACS. An invoice will be raised on your account, your review will then be carried out once payment has been received and confirmed.

Details of how to make payment will be provided via email from the Assessment Operations team.

Section 4 – Supporting statement

In the space below, please state why you are requesting a review. State why you think your result is not correct or not a fair reflection of your performance. If necessary, please provide relevant supporting evidence and/or details of any AAT policies or processes that you think have not been followed when calculating your result.

If you think a decision taken regarding Reasonable Adjustments or Special Consideration was incorrect, please provide as much detail as possible.

***Please note retrospective Special Consideration requests will not be accepted as part of a review**

Continue on separate sheet if necessary

Section 5 – Consent

I confirm that I have read and understood the Enquiries and Appeals procedure for a Stage 1 review. I understand that I (or the student for whom the review is to be undertaken) am solely responsible for any expense or loss of income that may be incurred before or after receiving the review outcome.

I understand that AAT will invoice me for the required fee and that this must be paid before my application can be processed.

For assessments originally marked by the Training Provider, I confirm that the Training Provider's internal complaints procedure has been completed before submitting this application.

Signed:	Date:
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Contact: Assessments Operations team
Email: assessment.operations@aat.org.uk

For internal AAT use only

Reference:		Review complete:	
Application received:		Outcome to applicant:	
Clerical checks:		Date Enquiry Completed:	

Form EA2A – Stage 2: Individual Appeal (for Stage 1 or MRP decisions)

Please read the Enquiries and Appeals procedure before completing. All sections are mandatory.

Please note that personal data from Section 1, 2 and 3 will be sent to the Appeals Panel for the review of your appeal.

Section 1 – To be completed by the person making the appeal.

Name		
Address		
Phone number		
Email address		
Organisation*		
Type of Appeal**	<input type="checkbox"/> Stage 1 outcome	<input type="checkbox"/> MRP decision
Reference number (From Stage 1 or MRP outcome notification)		

*If submitting on behalf of a student / employee, state the name of the Training Provider or business where you work

** Please refer to the Enquiries & Appeals procedure for details of the scope and cost of each type of Stage 2 appeal

Section 2 – Details of individual for whom appeal is being made.

If you have provided a reference number in Section 1, you do not need to complete Section 2

Name (if different to above)	
AAT Student ID (if known)	
Name of Training Provider or Assessment Venue (if different to organisation stated above)	
Date of Stage 1 or MRP outcome notification	

Section 3 – Payment

Please note payment is only accepted via Bank card or BACS. An invoice will be raised on your account, your review will then be carried out once payment has been received and confirmed.

Details of how to make payment will be provided via email from the Assessment Operations team.

Section 4 – Supporting statement.

In the space below please state why you are appealing the outcome of the Stage 1 review or MRP decision and provide any additional supporting evidence that you would like to be considered.

Continue on separate sheet if necessary.

Section 5 – Consent

I confirm that I have read and understood the Enquiries and Appeals procedure for a Stage 2 Appeal.

I understand that AAT will invoice me for the required fee and that this must be paid before my application can be processed.

I understand that I am solely responsible for any expenses or loss of income that I may incur before or after receiving the outcome of my appeal.

Signed:	Date:
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Contact: Assessments Operations team
 Email: assessment.operations@aat.org.uk

For internal AAT use only

Reference:		Review complete:	
Application received:		Outcome to applicant:	
Clerical checks:		Date Enquiry Completed:	

Form EA2B – Stage 2: Group Appeal (for Stage 1 outcomes only)

Please read the Enquiries and Appeals procedure before completing. All sections are mandatory.

Please note that personal data from Section 1, 2 and 3 will be sent to the Appeals Panel for the review of your appeal.

Section 1 – To be completed by the person making the appeal.

Name	
Address	
Phone number	
Email address	
Organisation*	
Reference number (From Stage 1 outcome notification)	
Date of Stage 1 outcome notification	

**If submitting on behalf of a student / employee, state the name of the Training Provider or business where you work*

Section 2 – Individual(s) for whom appeal is being made.

If you have provided a reference number in Section 1, you do not need to complete Section 2

Name of Training Provider or Assessment Venue (if different to organisation stated above)			
AAT student ID (if known)	Student name	Assessment, result, and percentage score	Details of any impairments or Reasonable Adjustments given (if applicable)

Section 3 – Payment

Please note payment is only accepted via Bank card or BACS. An invoice will be raised on your account, your review will then be carried out once payment has been received and confirmed.

Details of how to make payment will be provided via email from the Assessment Operations team.

Section 4 – Supporting statement.

In the space below please state why you are appealing the outcome of the Stage 1 review and provide any additional supporting evidence that you would like AAT to consider.

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Continue on separate sheet if necessary.

Section 5 – Consent

I confirm that I have read and understood the Enquiries and Appeals procedure for a Stage 2 group appeal. I confirm that I have received written consent from the students to submit an appeal on their behalf.

I understand that AAT will invoice me for the required fee and that this must be paid before my application can be processed.

The students understand that they are solely responsible for any expenses or loss of income that they may incur before or after receiving the appeal outcome.

Signed:	Date:
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Contact: Assessments Operations team
Email: assessment.operations@aat.org.uk

For internal AAT use only

Reference:		Review complete:	
Application received:		Outcome to applicant:	
Clerical checks:		Date Enquiry Completed:	

AAT
30 Churchill Place
London E14 5RE

aat.org.uk

AAT is a registered charity. No. 1050724