**Appeals Application Form**

**Centre Detail**

| **CMI Centre Name** |  | **CMI Centre Number** |  |
| --- | --- | --- | --- |

**Person Submitting Appeal**

| **Centre Staff** |  |
| --- | --- |
| **Learner** |  |

| **Full Name** |  | **Job Title** |  |
| --- | --- | --- | --- |
| **Email** |  | **Telephone** |  |

**Appeal Stage**

| **To which appeal stage does this form relate? (Please indicate as appropriate)**  | **Stage 2** | Learners from Approved Centres must include evidence that the Centre’s internal appeal process has been exhausted.  |
| --- | --- | --- |
| **Stage 3** | Please ensure you provide evidence of the Stage 2 appeal (where relevant) |

**What type of decision are you appealing?**

| **Type**  | **Indicate which type** |
| --- | --- |
| Malpractice / Maladministration  |  |
| Reasonable Adjustment / Special Consideration |  |
| Moderation |  |
| Marking |  |
| Qualification Approval |  |
| Centre Approval |  |
| Complaint |  |
| Appeal Stage 3 / 4 |  |
| Other (Please State) |  |

**Reason for Appeal**

| Please provide details of the reason for the appeal. Additional documents can be submitted*Note - In all cases, it will be extremely useful for supporting information to be provided. This includes (but is not limited to) emails, records of phone conversations, assessment records, internal quality assurance paperwork, moderator reports, and any records of appeals already made. Failure to provide supporting information may lead to the results of the appeal being delayed.* |
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**Moderation / Marking Decisions Only**

| **Learner Name** *(If Applicable)* |  | **Learner P Number** *(If Applicable)* |  |
| --- | --- | --- | --- |
| **Moderation Submission No***(If Applicable)* |  | **Qualification** |  |
| **Please list each of the assessment criteria that are thesubject of this appeal***(If Applicable)* |  | **Outline your reasons for this appeal for these assessment criteria** |

**Learner Declaration** *(If Applicable)*

* You have read and understood the [CMI Appeals Policy and Procedure.](https://www.managers.org.uk/education-and-learning/partners-and-centres/policies/)
* I have informed the CMI Centre where I am registered of this appeal submission.
* The information provided in this application is complete and accurate.

| **Name** |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

**Centre Declaration**

* You have read and understood the [CMI Appeals Policy and Procedure.](https://www.managers.org.uk/education-and-learning/partners-and-centres/policies/)
* I have been authorised to submit this form on behalf of the Centre.
* The information provided in this application is complete and accurate.
* The CMI Centre Programme Director is aware of this appeal submission.

| **Name** |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

Please submit this form -

**By email to:**  awardingbody@managers.org.uk

**By post to:** FAO Awarding Body, Chartered Management Institute, Management House, Cottingham Road, Corby, Northamptonshire, NN17 1TT

CMI will confirm, in writing, receipt of the appeal within **3 working days (UK)**.