**1. General Details** *– please complete in all cases*

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| **Centre Name:** | | | | | | |
| **ASDAN Centre Number:** | | | | | | |
| **Address:** | |  | | | | |
|  | | | | | **Post code:** |  |
| **Name and position of the person submitting the Appeal – this must be Head of Centre *(please print)*:** | | | | | | |
| **Telephone Number:** |  | | **Email:** |  | | |

**2. Candidates affected by the Appeal (if applicable)**

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| --- | --- |
| **Candidate Name** | **Candidate Number** |
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| **3. Date of the receipt of calculation outcome, or other ASDAN decision:** |
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**Information to support the appeal**

Please complete A B or C below to indicate the grounds for the appeal:

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| --- |
| **A.** ASDAN did not apply procedures consistently, or procedures were not followed properly and fairly  Please list the specific evidence of which procedure has not been properly applied, that is being provided to support the appeal. |
| **B.** ASDAN used the wrong data\* in calculating results  Please list the specific information and evidence that is being provided to support the appeal, to demonstrate where you believe the wrong data has been used. |
| **C.** the result generated was incorrectly issued by ASDAN to one or more candidates  Please list the specific information and evidence that is being provided to support the appeal, to demonstrate where you believe the result generated was incorrectly issued. |
| \* the wrong data includes the following:   * the centre provided the awarding body with incorrect data (centre error); or * the awarding body used an incorrect data set, which includes the transposition of data sets from two or more centres (awarding body error); or * the awarding body introduced errors into a specified data set (awarding body error); or * in exceptional circumstances, the centre establishes an exceptional factor that undermines the assumption that using a default data set is the most appropriate basis to calculate results. This would require a centre to establish that its previous cohorts of candidates are not sufficiently representative of the 2020 cohort to reliably inform the calculation of results. |

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| ***Please return your completed form, with relevant supporting evidence, to:***  **Compliance Manager, ASDAN, Hudds Vale Road, St George, Bristol BS5 7HY**  **Tel: 0117 954 8316**  **Email: qualifications@asdan.org.uk**  ***Thank you*** |