**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*** |