**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 *(please print)*:** | | | | | | |
| **Telephone Number:** |  | | **Email:** |  | | |

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

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| **Candidate Name (or state “All”)** | **Candidate Number** |
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| **3. Date of the receipt of calculated grade outcome, or other ASDAN decision:** |
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**Information to support the Appeal**

Please complete A. or B. below to indicate the grounds for the Appeal:

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| A. The centre considers that ASDAN used the wrong data when calculating the grade of all, some or just one of a centre’s candidates, including because the centre erroneously submitted the wrong data  Please list the specific evidence of which procedure has not been properly applied, that is being provided to support the Appeal. |
| B. The centre considers that the calculated grades generated were incorrectly allocated or communicated to all, some or just one of a centre’s candidates  Please list the specific information and evidence that is being provided to support the Appeal, to demonstrate where you believe the error(s) has been made. |
| C. The centre wishes to appeal ASDAN’s decision relating to any action to be taken against a Learner or a Centre following an investigation into malpractice or maladministration. |
| D. The centre wishes to appeal ASDAN’s decision relating to any action to be taken against a Learner or a Centre following an investigation into malpractice or maladministration (including in relation to a candidate’s challenge to a centre’s Centre Assessment Grade on the grounds of bias or that they were discriminated against)  Please list the specific information and evidence that is being provided to support the Appeal |

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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**  ***The Appeal must be made within 35 days of receiving a calculated result***  ***Thank you*** |