1. **Details of the applicant** – please complete in all cases

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| --- |
| Centre name:  |
| ASDAN Centre Number:  |
| Address:  |
| Postcode: |
| Name and Position of the person submitting the appeal (please print): |
| Telephone Number: | Email: |

1. **Details of the candidates applying**

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| --- | --- | --- |
| **Candidate Name**  | **Candidate Number**  | **Date of External Moderation / Series**  |
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1. **Details to support the appeal** – please provide supporting information

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| A: The centre considers that ASDAN has not applied its procedures consistently, properly and fairly in arriving at judgements, or applied procedures which are consistent with regulatory requirements. Please list the specific details of which procedure has not been properly applied, that is being provided to support the appeal. |
| B: The centre considers that ASDAN has made a marking or moderation error. Please list specific information and evidence that is being provided to support the appeal, using the candidate’s work and mark scheme to demonstrate where you believe the marking/moderation error(s) has been made:  |
| C: ASDAN has not considered requests for access or special considerations appropriately.Please list specific information and evidence that is being provided to support the appeal, using the details provided to ASDAN prior to the external moderation on reasonable adjustments/requests for access/special consideration.  |
| D: ASDAN has applied Malpractice/Maladministration sanctions unfairly. Please list the specific information and evidence that is being provided to support the appeal, providing details on how the sanctions applied to the centre disadvantaged the candidate and evidence to support that a different outcome should have been reached.  |

Please ensure that this appeal is only sent to the Compliance Manager after the finalisation of the Post Results Review.

Complete this form with supporting evidence and send it to: compliance@asdan.org.uk