

Application for an Enquiry about an examination result (candidate)



This application must be submitted to City & Guilds **within 40 working days** of the date your examination result was issued by City & Guilds.

Full name <i>(name given when enrolled)</i>	
Address	
Telephone number	
Email address	

Centre name	
Centre number	
City & Guilds candidate enrolment number (eg ABC1234)	
If you do not know your enrolment number, please provide your date of birth	
Qualification and exam (component) number (eg 3748-01, 311)	
Date of examination <i>(dd/mm/yy)</i>	
Date City & Guilds issued the results <i>(dd/mm/yy)</i>	

Candidate declaration

I enclose a cheque to cover the processing fee		
I understand that the final grade awarded to me following this Enquiry may be lower than, higher than, or the same as the grade originally awarded.		
Signature		
Date		

See *City & Guilds Enquiries and Appeals – the process and how to apply* on City & Guilds website – www.cityandguilds.com for current fee details.

Please clearly detail the specific reason for your enquiry

Please use this box for any additional supporting information (there is no requirement to provide this)

Please return your completed form to:
Enquiries and Appeals Co-ordinator, Qualification and Assessment Development,
City & Guilds, 1 Giltspur Street, London EC1A 9DD