Application for an Enquiry about examination

result(s) (centre)

**Deadline for Enquires: 40 working days from the date the result was issued.**

# All Enquiries

|  |  |
| --- | --- |
| Name of centre contact |  |
| Position |  |
| Telephone number |  |
| Email address |  |
| Centre name |  |
| Centre number |  |
| Qualification and component number (eg 3748-01, 311) |  |
| Qualification and unit title |  |
| Date of exam *(dd/mm/yy)* |  |
| Date City & Guilds issued the results *(dd/mm/yy)* |  |

Reason for your enquiry (please use the additional information box if you need more space)

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# Please list the names of the candidates and their enrolment numbers (eg ABC1234)

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# Centre Declaration

This must be completed for all Enquiries

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| I confirm: * I have been authorised to submit this form on behalf of the centre,
* the information provided in this application is complete and accurate,
* I agree to pay the invoice on behalf of the centre.
 |[ ]
| Name |  |
| Position at centre |  |
| Date  |  |

Please note:

* applications **cannot** be accepted from third parties (eg employers)
* City & Guilds will invoice your centre on receipt of this application.
* for Principal Learning and Project qualifications, please refer to the JCQ document *Post-Results Services*,
* for all other qualifications, please refer to the City & Guilds document *Enquiries and Appeals for qualifications – the process and how to apply*.

# Additional information

Please use this box for any additional supporting information, you can attach additional sheets

(there is no requirement to provide this)

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**Please return your completed form to:** **appeals@cityandguilds.com**

Please include the qualification number and exam date in the subject box of the email.