

Appeals Application Form

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Document Change History

Please list all updates and amendments to this document.

Date	Version	Description/Change Details	Page Number	Revised By
24/06/2026	1.0	Update to the format and the front cover	All	DWG
30/07/2026	1.1	Products updated and wording for type of appeal	P4	DWG

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For operational use, distribution, or publishing, print only pages 4 to 6

Appeals Application Form

Please write the details clearly in CAPITAL LETTERS.

For Candidate Use

All the sections below must be completed by the candidate.

Personal Details

Name First Name(s) and Surname			
Document ID Number		Date of Birth dd/mm/yyyy	
Email Address		Contact Phone Number(s)	
Address			
		Postcode	

Test Details

Test Type (circle as appropriate)	▪ IELTS on Paper ▪ IELTS on Computer ▪ IELTS Writing on Paper ▪ IELTS OSR ▪ IELTS Online / Life Skills	Test Date dd/mm/yyyy	
Candidate Number		Test Centre Number	

Appeal Details

Type of Appeal (circle as appropriate)	▪ Investigation Outcome (Permanently Withholding/Cancellation with or without ban) ▪ Enquiry on Results ▪ Test administration
Appeal Stage (circle as appropriate)	▪ Stage 1 ▪ Stage 2

Reason for Appeal

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Declaration for Test Takers appealing an Enquiry on Results (EOR) outcome

I understand that the Enquiries on Results appeals process does not include re-marking of my work. It involves a full review of the case to confirm that the policy for dealing with EORs was followed. If the evidence confirms that the process was correctly followed, it is extremely unlikely that the appeal will be upheld. Having considered this information, I confirm that I still wish to proceed with the appeal.

Signature		Date	
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For Office Use Only

Stage 1 Payment Received within 21 days		Date	
Stage 2 Payment Received within 14 days		Date	
EOR Appeal Scope Explained (circle as appropriate)	Yes / No	All Supporting Documents Uploaded (circle as appropriate)	Yes / No
Processed By		Date	

Appeals Process Overview

IELTS test takers can appeal against decisions affecting IELTS test results (e.g. permanent withholding/ cancellation of result (and ban), Enquiries on Results outcomes, test administration issues).

The appeals process focuses on whether, in the course of reaching decisions, the IELTS Test Partners used procedures which were consistent with the regulatory authorities' code of practice and applied the procedures properly and fairly.

The appeals process is not concerned with making judgements about test takers' work in the test, and an appeal will not normally involve re-marking or re-assessment of a test taker's work.

The appeals process allows for reviews in two consecutive stages. A fee of **£250** is charged for each stage. Test takers submitting appeals from within Australia must pay Goods and Services Tax (GST) of 10% on top of the appeals fee. Please confirm with your bank if any additional transfer fees apply. The appeal fee and any applicable transfer fees must be paid in full by the required deadline.

Stage 1 – Case review by Independent Authority

Test takers must submit their application and make payment within **21 calendar days** of receiving notification of decision and will be notified of the outcome of their appeal within **10 weeks** of submission.

Stage 2 – Case review by Appeals Committee

Test takers who are dissatisfied after the Stage 1 decision, may apply for a Stage 2 Appeal. Test takers must submit their application and make payment within **14 calendar days** of receiving the outcome of the Stage 1 Appeal and will be notified of the outcome of their appeal within **10 weeks** of submission.

The outcome at each stage may be confirmation or overturning of the original decision. Where an appeal leads to the overturning of the decision, the appeal fee will be refunded in full, including fees from any previous appeal stages.

Before applying for an appeal, test takers are advised to read the full description of the IELTS Appeals Procedure on the [Help with IELTS](#) webpage.