

**Appeals Application Form**

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| **Personal Details** |  |
| Name: |  |
| Surname: |  |
| ID Document Number: |  |
| Date of Birth: |  |
| Current Address: |  |
| Phone: |  |
| Email: |  |

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| **Test Details** |  |
| Test Centre Number: |  |
| Candidate Number: |  |
| Test Date: |  |

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| **Type of Appeal** |  |
| Investigation Outcome | [ ]  | Enquiry on Results | [ ]  |
| TRF Tampering | [ ]  | Test Administration | [ ]  |

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| **Stage of Appeal** |  |
| Stage 1 | [ ]  | Stage 2 | [ ]  |

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| **Reason for Appeal** |  |
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| **Declaration for Test Takers appealing an Enquiry on Results outcome** |
| I understand that the Enquiries on Results (EOR) 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 applied, 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. |
| Signed: | Date |

|  |  |
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| **Office Use Only** |  |
| Received within 21/14 days (S1/S2) | [ ]  | Date payment received |  |
| Scope clarified (EOR Appeals) | [ ]  | Supporting documents upload complete | [ ]  |
| Processed by | Date |



**Appeals Process Overview**

IELTS test takers can appeal against decisions affecting IELTS test results (e.g. decisions relating to results outcomes, malpractice and administration).

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 takers’ 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 GST of 10% on top of the appeals fee.

**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 apply and pay within **14 calendar days** of the receipt of the outcome of the first stage 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 appeals process here: [**http://www.cambridgeenglish.org/help/enquiries-and-appeals/**](http://www.cambridgeenglish.org/help/enquiries-and-appeals/)