

Application for an appeal following an enquiry about results

Before completing this form, read section 7 of the Cambridge Handbook which is available at www.cambridgeinternational.org/eoguide. If you do not follow the correct procedures you may lose the opportunity to make an appeal. Contact us if you have any questions.

The details you provide will form the basis of the case the centre puts forward.

Stage of appeal

Please tick one box to indicate whether you are applying for a Stage 1 or a Stage 2 appeal:

☐ Stage 1

☐ Stage 2

Stage 1 appeals

You can only submit a Stage 1 appeal for candidates who have already received an enquiry about results outcome.

You must submit a Stage 1 appeal within 28 days of the date we tell you about the outcome of the enquiry about results.

You can make a Stage 1 appeal on behalf of multiple candidates if:

- it is consistent with the requirements in section 7 of the Cambridge Handbook.
- the appeal concerns the same syllabus and component for all candidates.
- you submit the appeal within 28 days of the outcomes of all of their enquiries about results. If you are close to the 28-day deadline and you have not yet received all the outcomes, you will need to submit two separate appeals to meet the deadline for each candidate.

Stage 2 appeals

You can only submit a Stage 2 appeal for candidates who have received the outcome of a Stage 1 appeal investigation.

You must submit a Stage 2 appeal within 14 days of the date of the outcome letter for the Stage 1 appeal.

If you wish to appeal the outcome of more than one Stage 1 appeal for the same syllabus and component, you must submit this form before the deadline for each of the appeals.

For more information, see section 7 of the Cambridge Handbook.

Appeal information

Centre number	
Centre name	
Centre address	
Centre contact email address*	
Exam series	

Level and title of syllabus (e.g. Cambridge International AS Level Chemistry)	
Syllabus/component code (e.g. 9701/22)	

*All our communications with you about your appeal will be in writing. We will use the email address that we have on record unless you indicate on this form that we should use a different email address. You are responsible for ensuring that any new contact address you provide is also provided to our Customer Services team. You will need to monitor this email account regularly until you have received the outcome of your appeal.

Candidate information

Tell us the name, candidate number and syllabus grade of each candidate you are appealing for. If your appeal follows a Service 5 enquiry about results, please state 'All' in the first column and leave the other columns blank.

Candidate name	Candidate number	Syllabus grade

Continue on a separate sheet if needed.

- ☐ Tick here if you are attaching candidate details on a separate sheet.
- ☐ Tick here if you are submitting a Stage 1 appeal for more than one candidate for the same syllabus and component on Cambridge International Direct (Direct).

Reasons for appeal

To make an appeal against the outcome of an enquiry about results, you must show you have a permitted reason for appeal. The reasons we consider are that either:

1. We did not comply with the commitments made in our Code of Practice; or
2. We did not apply our procedures properly and fairly in arriving at our judgements.

See section 7.2.1.2 of the Cambridge Handbook for more information about the reasons for an appeal.

*We will only review the marking as part of an appeal investigation if we find that we have not followed our procedures **and** if this may have had an impact on the candidate's mark.*

Tick one or both boxes below to indicate the reason(s) for your appeal:

- ☐ We did not comply with the commitments made in our Code of Practice.
- ☐ We did not apply our procedures properly and fairly in arriving at our judgements.

If you have ticked that we did not comply with the commitments, please tell us which commitment we have not met.

Supporting evidence

Use the space below (or send an attachment) to provide supporting evidence and documentation for your appeal.

Please note that the following do not, on their own, constitute evidence that we have not complied with the Code of Practice or that we have not followed our procedures properly and fairly:

1. You disagree with our markers' or moderators' judgements, either originally or as part of an enquiry about results.
2. You disagree with our judgements on grade thresholds at either a component or syllabus level.
3. Candidates' results and their results in other assessments are different.

Continue on a separate sheet if needed. Attach any other evidence or materials you want to include.

- ☐ Tick here if you are including an attachment.

Stage 2 appeals only

Cambridge International is an international awarding organisation working with over 10,000 schools in 160 countries. It is not always possible for centre representatives to attend Stage 2 appeal hearings, so they are designed to be equally fair, whether or not centre representatives attend. You can attend the Stage 2 appeal hearing but you do not need to as the panel will consider your written submissions. Centres can choose to attend remotely if they wish.

Centres attending a Stage 2 appeal meeting may not introduce additional evidence or paperwork at the hearing. It is in the interests of all participants that all reasons for appeal (see above) are clearly stated in this application.

If you wish to attend the Stage 2 appeal meeting, list the names and positions of up to three people attending the hearing. Attendees should all be members of staff of the centre and may not include legal representatives.

Name

Position

Email

Name

Position

Email

Name

Position

Email

If the appeal is on behalf of a private candidate, please tell us the name of the private candidate):

☐ Tick here if you wish to attend the hearing remotely.

Authorisation

I confirm that this appeal is submitted with my full consent and support.

Signed (Head of Centre)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Name (Head of Centre)	<input type="text"/>		
If you submit this form electronically, tick the check box as an alternative to signing the form.			

Returning this form

Stage 1 appeals

For Stage 1 appeals, submit this form through Direct. If you want to submit a Stage 1 appeal for more than one candidate for the same syllabus and component via Direct, tell us on page 2 of the form and submit the appeal against one of the candidates on Direct.

If you are unable to submit the form through Direct you can email it to info@cambridgeinternational.org with 'Stage 1 appeal' and your centre number in the subject line.

If you have not received an acknowledgement of your Stage 1 appeal within three working days, please contact us at info@cambridgeinternational.org.

Stage 2 appeals

For Stage 2 appeals, email this completed and signed form, along with all attachments, to CIEStage2Appeals@CambridgeInternational.org with 'Stage 2 Appeal' and your centre number in the subject line.

If you have not received an acknowledgement of your Stage 2 appeal within five working days, please contact us at CIEStage2Appeals@CambridgeInternational.org.

Associate centres

If you are an Associate Centre and work with us through a Cambridge Associate please send this form to your Cambridge Associate, who will submit it on your behalf.

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. If you use a lower version of Adobe Reader your data will not be saved. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>