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Title	Appeal Application Form
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Approved by	Stuart Matthew Hanson
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Contact Officer	Stuart Hanson
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Civil and Commercial Professional Mediation Foundation Training Course
Appeal Application Form – Review of Assessment Results

Course: IMI CMTF – Civil & Commercial Mediation

In line with the VMA Appeals Policy, learners can request a **Review of Assessment Results** if they suspect an error in grading. A third-party cannot submit requests directly to Veritas Mediation Academy on behalf of a learner.

Requests must be submitted within 10 working days from the date of result publication.

Veritas Mediation Academy's Review Process Includes:

- Verifying that all assessment procedures were correctly followed.
- Ensuring all assessment components were marked, recorded, and processed accurately.
- Checking that the final result was correctly determined, including appropriate application of grade boundaries.

To initiate a review, **an Appeals form must be submitted within 10 working days of receiving the initial result.**

Applications should be sent to info@veritasmediationacademy.com

LEARNER APPEAL APPLICATION

Before filling out this form, we encourage you to review our appeals policy, which outlines key details about the different stages of the appeals process. You can access this document on our website (veritasmediationacademy.com).

Applicant Information	
Full Name	
Are you a Learner, Trainer or Staff?	
Address	
Contact Number	
Email Address	
Details of the Enquiry/Appeal	
Stage of Appeal (mark as appropriate)	Appeal Stage:
Explanation of Enquiry/Appeal: <i>Please provide a detailed explanation, including your reasons for submitting this enquiry or appeal.</i>	
Provider Tutor Name: <i>Enter the name of your tutor or any staff member involved in the assessment planning or delivery.</i>	
Date of Enquiry/Appeal Submission	
Desired Outcome <i>What resolution are you seeking as a result of this enquiry/appeal?</i>	

Declaration

I confirm that, to the best of my knowledge, the information provided in this appeal form is accurate and truthful.

Signature:

Date:

Form Submission Guidelines

- Submit this form within **ten working days** of the decision or outcome being appealed.
- Ensure all sections are completed. If additional space is needed, attach extra sheets.
- Include any relevant supporting documentation or evidence.
- If handwritten, please use **BLOCK CAPITALS** for clarity.
- If you need assistance, email **info@veritasmediationacademy.com**.
- Forms submitted via email from the learner's registered email address will be accepted in place of a physical signature.

