**Assessment Appeals Application form (to include incidents)**

***Please read the guidance document to assist with completion of this form***

Definitions:

* Incident definition: to consider complaints **as a result of an event / incident at the time of their examination.**

Appeal definition: to consider appeals relating to the marking and verification **process**, where it is believed that a material error has occurred, **after the examination (or assignment submission) itself** and once the result has been received.

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| Name: |  |
| Chartered Banker Institute membership number: |  |
| Address: |  |
| Contact Telephone Number: |  |
| Email Address: |  |
| Name of qualification relating to application: |  |
| Date of examination (if applicable): |  |
| Examination Centre (if applicable): |  |
| Grounds for application: (It is in the interest of all parties that all grounds for appeal are clearly stated in this application. Please state these, continuing overleaf as necessary, and attach all supporting documentation). |  |

Continuation page:

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Please send the completed form to qualityandstandards@charteredbanker.com

Your application should be acknowledged within 2 working days.