

Appeal Form

An appeal must be submitted within 20 working days of notification of the final assessment results from the Assessment Board.

Appeals can only be made after final results are issued and are not permitted following individual assignment or exam results.

Please complete and submit this form to the assessment team by going to the ICA website [Contact Us](#) and completing the webform. You will receive an automated email with your case number on which you can reply to and attach this completed form and any evidence you are supplying in support of your appeal. Please send any evidence within **48 hours** otherwise the evidence will not be considered. We will respond to your appeal within 20 working days unless advised otherwise.

Please note that an appeal which questions the academic or professional judgement of those charged with the responsibility for assessing a candidate's academic performance or professional competence will not be permitted.

Candidate ID Number

Candidate ID Number:	
Qualification:	
Assessment(s):	

Appeal Details

Please select one of the following grounds for your appeal:

That there exists or existed circumstances affecting your performance of which, for good reason, the Assessment Board may not have been made aware when the decision was taken and which might have had a material effect on the decision.

Learners appealing on such grounds must give credible and compelling reasons with supporting documentation explaining why this information was not made available prior to the decision being made.

That there had been a material administrative error or procedural irregularity in the assessment process, or in putting into effect the regulations for the programme of study, of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred.

Learners wishing to appeal on these grounds should present their appeal with evidence of the error or irregularity accompanying their claim.

That there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.

Learners are not permitted to use these grounds simply because they are dissatisfied with their results. Evidence of bias or lack of proper assessment must accompany their appeal.

Please explain your reason(s) for submitting the appeal:

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I hereby confirm that all information given or referred to in this form is complete and correct.

Signature		Date	
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