

Form EA1A – Stage 1: Review (Individual)

Please read the Enquiries and Appeals procedure before completing. All sections are mandatory.

Please note when requesting a review your personal data from Sections 2 and 3 will not be sent to the Senior Examiner.

Section 1 – To be completed by the person making the request

Name	
Address	
Phone number	
Email address	
Organisation*	

**If submitting on behalf of your student(s) / employee(s), state the name of the Training Provider or business where you work*

*** Please refer to the Enquiries and Appeals procedure for further details of the Stage 1 review process*

Section 2 – Student and qualification / assessment details

Name of student <i>(if different from above)</i>	
AAT ID <i>(if known)</i>	
Qualification	
Assessment name or code	
Date of assessment	
Result and assessment percentage score	

Section 3 – Payment

Please note payment is only accepted via Bank card or BACS. An invoice will be raised on your account, your review will then be carried out once payment has been received and confirmed.

Details of how to make payment will be provided via email from the Assessment Operations team.

Section 4 – Supporting statement

In the space below, please state why you are requesting a review. State why you think your result is not correct or not a fair reflection of your performance. If necessary, please provide relevant supporting evidence and/or details of any AAT policies or processes that you think have not been followed when calculating your result.

If you think a decision taken regarding Reasonable Adjustments or Special Consideration was incorrect, please provide as much detail as possible.

***Please note retrospective Special Consideration requests will not be accepted as part of a review**

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Continue on separate sheet if necessary

Section 5 – Consent

I confirm that I have read and understood the Enquiries and Appeals procedure for a Stage 1 review. I understand that I (or the student for whom the review is to be undertaken) am solely responsible for any expense or loss of income that may be incurred before or after receiving the review outcome.

I understand that AAT will invoice me for the required fee and that this must be paid before my application can be processed.

For assessments originally marked by the Training Provider, I confirm that the Training Provider's internal complaints procedure has been completed before submitting this application.

Signed:	Date:
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Contact: Assessments Operations team
Email: assessment.operations@aat.org.uk

For internal AAT use only

Reference:		Review complete:	
Application received:		Outcome to applicant:	
Clerical checks:		Date Enquiry Completed:	