

Stage 1: Enquiry (Individual) form

Please read the Enquiries and Appeals webpages 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 / employee, state the name of the Training Provider or business where you work.*

Section 2 – Student / apprentice and qualification / assessment details

Name of student / apprentice <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 bank transfer. 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 the acknowledgement email from the Partner Support team, once your form has been submitted.

Section 4 – Supporting statement

In the space below, please state why you are requesting a review. This should cover 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, and note that an application for Reasonable Adjustments or Special Consideration must have been previously made to AAT .

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

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Continue on a separate sheet or provide additional information within the email if necessary.

Section 5 – Consent

I confirm that I have read and understood the Enquiries and Appeals information for a Stage 1: Enquiry. 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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Please submit completed forms to the Partner Support team via assessment.support@aat.org.uk.

For any queries before or after submission, please contact our Customer and Partner Support teams on +44 (0)20 3735 2468 (lines are open Monday to Friday 09.00–17.00 (UK time) or via the above email.