

Appeals Process – Stage 4

(Independent Review)

If an appellant is dissatisfied after receiving the OTHM'S final response to either Enquiry Stage 3 – Phase 1 or Enquiry Stage 3 Phase 2 the student may then apply for the final OTHM enquiry stage.

OTHM will submit documentation relating to the three previously completed enquiry stages as well as any other relevant information. The independent review process will then examine whether or not OTHM has followed all Enquiry Stage procedures correctly and in accordance with the Office of Qualifications & Examinations Regulation (Ofqual) guidelines.

The Education Director will confirm by letter only when Enquiry Stage 4 has been completed.

DETAILS OF STUDENT MAKING THE APPEAL	
• OTHM student number:	
• Full Name:	
• Address:	
• Telephone No:	
• Email address:	
Name of examination paper being appealed against:	
The current OTHM awarded grade:	
Grounds or reasons for appeal:	

To be completed by OTHM only		
Date received:		
Documentation relating to the three previously completed enquiry stages as well as other relevant information submitted to the Independent Review Panel.	Date	Signature
Examined by the Independent Review Panel as to whether OTHM has followed all Enquiry Stage procedures correctly and in accordance with the Office of Qualifications and Examinations Regulation (Ofqual) guidelines	YES/NO Date	Signature
Comments of the Independent Review panel		
Result sent to the student:	Date	Signature