

## REC Awarding

### Examination Result Appeal Submission Form

Please complete this form by:

- Ticking the appropriate course or unit(s) for which you would like to appeal your grade(s)
- Indicating which level of service you require
- Attaching the relevant payment and returning to the REC Awarding Organisation.

I, (Full name) \_\_\_\_\_ (Member Number \_\_\_\_\_)  
hereby wish to make a formal appeal of my grade for the following REC qualification course / unit(s):

**Level 2 Certificate in Recruitment Resourcing (overall examination)**

**Level 3 Certificate in Recruitment Practice (overall examination)**

**Level 4 Diploma in Recruitment Management (units):**

L4 DipRM Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

L4 DipRM Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

L4 DipRM Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

**Level 5 Diploma in Recruitment Leadership (units):**

L5 DipRL Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

L5 DipRL Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

L5 DipRL Unit N° \_\_\_\_\_ Unit title: \_\_\_\_\_

I understand what each service requested consists of and accept that uptake of these services can result in grades being lowered as well as increased. I further understand that payment made will be returned if I am successful in my appeal.

I am opting for the following service and have provided the correct level of payment with this form:

- Clerical Re-check** – £10.00 + VAT each  
A re-check of the script to ensure all sections of the script are added correctly.
- Re-mark** – £25.00 + VAT each  
The Chief Examiner will remark the entire script.
- Re-mark and report\*** – £75.00 + VAT each (\*Level 3, Level 4 and Level 5 qualifications only)  
The re-mark service together with a report on the response to questions.

Appeals take approximately three weeks to process.

**Personal Information (To be completed in BLOCK CAPITALS please):**

FULL Name \_\_\_\_\_ Member Number \_\_\_\_\_

Company's name \_\_\_\_\_

Email address \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Address for written correspondence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**Payment Details**

Total Fees     £ \_\_\_\_\_ + VAT = £ \_\_\_\_\_

I enclose a cheque to the sum of £ \_\_\_\_\_  
(Cheques should be made payable to the REC)

I wish to pay the fee of £ \_\_\_\_\_ by Credit/Debit Card

Cardholder's name \_\_\_\_\_

Card number \_\_\_\_\_

Last 3 digits on reverse of card \_\_\_\_\_

Expiry date \_\_\_\_\_ Issue number \_\_\_\_\_

Signature: \_\_\_\_\_

**Send this form to:**

REC Awarding Organisation  
Recruitment & Employment Confederation  
1<sup>st</sup> Floor, Dorset House  
27-45 Stamford Street  
LONDON SE1 9NT

[awarding@rec.uk.com](mailto:awarding@rec.uk.com)