**12 Appendix 1 – Enquiries About Results (EAR) form**

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| Enquiry about results application form | | | | |
| Part A: Apprentice consent form  **Information for candidates**  **If your centre makes an Enquiry About the Result for your End-point Assessment after your End-point Assessment grade has been issued, there are two possible outcomes:**  Your original mark  is confirmed as correct, and there is no change to your grade.  is changed, so your final grade may be higher or lower than the original grade you received.  In order to proceed with the Enquiry About Results, you must sign the form below. This tells the head of your centre that you have understood what the outcome might be, and that you give your consent to the Enquiry About Results being made. | | | | |
| Apprentice number: |  | | Apprentice name: |  |
| End-point Assessment Standard: |  | | Date of End-point Assessment: |  |
| I give my consent to the head of my centre to make an enquiry about the result of the End-point Assessment listed above. In giving consent, I understand that the final subject grade awarded to me following an Enquiry About Results may be lower than, higher than, or the same as the grade which was originally awarded for this subject.  Apprentice Signature:……………………………………………………………………………  Centre Name:………………………………………………………………………………….  Date:……………………………………… | | | | |
| Part B: Centre consent form  **Information for centres**  VTCT charges a fee of £15.00 per learner per unit for an Enquiry About Result (EAR). The fee will be refunded if the EAR is successful in changing the apprentice’s grade.  **Details of enquiry**  Please state the reason for your enquiry. | | | | |
| Centre number: | | Centre name: | | |
| Reasons for enquiry: | | | | |
| Signature on behalf of centre:……………………………………………………..  Date:……………………………………………………..  This form should be retained on the centre’s files for at least 6 months following the outcome of the Enquiry About Results.  Once completed, please email this form to [**epaappeals@vtct.org.uk**](mailto:epaappeals@vtct.org.uk)  **Centre Contact Information**  Email address:…………………………………………………………………………………………….  Phone number:………………………………………………………………………………………….. | | | | |