

# Application for an Enquiry about an examination result (candidate)



This application must be submitted to City & Guilds **within 40 working days** of the date your examination result was issued by City & Guilds.

Full name <i>(name given when enrolled)</i>	
Address	
Telephone number	
Email address	

Centre name	
Centre number	
City & Guilds candidate enrolment number (eg ABC1234)	
If you do not know your enrolment number, please provide your date of birth	
Qualification and exam (component) number (eg 3748-01, 311)	
Date of examination ( <i>dd/mm/yy</i> )	
Date City & Guilds issued the results ( <i>dd/mm/yy</i> )	

## Candidate declaration

I enclose a cheque to cover the processing fee		
I understand that the final grade awarded to me following this Enquiry may be lower than, higher than, or the same as the grade originally awarded.		
Signature		
Date		

See *City & Guilds Enquiries and Appeals – the process and how to apply* on City & Guilds website – [www.cityandguilds.com](http://www.cityandguilds.com) for current fee details.

Please clearly detail the specific reason for your enquiry

Please use this box for any additional supporting information (there is no requirement to provide this)

**Please return your completed form to:**

Enquiries and Appeals Co-ordinator, Qualification and Assessment Development,  
City & Guilds, 1 Giltspur Street, London EC1A 9DD