Complaints form

**Please complete the fields below and return this form to:** [**assessments@archaeologists.net**](mailto:assessments@archaeologists.net)

**About you:**

|  |  |
| --- | --- |
| Your name |  |
| Your email address |  |
| Contact telephone number |  |
| We may need to get in touch with you. Please tell us your preferred method of communication? |  |
| Do you have a role in the assessment process? E.g. assessor, candidate |  |

**About your complaint:**

|  |
| --- |
| Does your complaint relate to a specific qualification? If yes, please state the name of the qualification. |
|  |
| Please provide as much detail as possible about your complaint. You may wish to include:   * Who else may be involved * When the activity/occurance you wish to complain about took place * Any EPAO published procedures/processes/guidance that the complaint relates to * Details of any evidence that you would like us to consider in relation to the complaint |
|  |

*CIfA Q use only:*

|  |  |  |
| --- | --- | --- |
| I have reviewed this complaint and can confirm that I will instigate the following actions: | | |
|  | | |
| Name | Role at CIfA Q | Date |
|  |  |  |