

Theory exam appeal form

www.abrsm.org

Full information on the appeals procedure can be found on pages 41–42 of the UK & Ireland edition and pages 35–36 of the International edition of the Examination Information and Regulations booklet.

1 Applicant details please use BLOCK CAPITALS

Name	Applicant No
Address	Year/session
		
		
Country		
Email		
Telephone including country code		

2 Candidate details

Candidate name	Grade	Appeal fee 50% of fee for grade
.....
.....
.....
		Total fee payable

3 Grounds for appeal

Please give your grounds for appeal on the next page, and sign and date it.

Please ensure you have:

- read ABRSM's Appeals Procedure
- signed and dated the end of the form, and enclosed the following (tick each box):

- Photocopy of relevant mark form(s)
- Completed payment form (see Section 4 on page 3)

Please post all of the above to: Theory Quality Assurance
ABRSM
24 Portland Place
London W1B 1LU
United Kingdom

Do not send completed forms by email or fax.

3 Grounds for appeal

Signed _____

Date _____

Theory exam appeal

Payment form

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4a Applicant details please use BLOCK CAPITALS

Name	Applicant no
Address	Year/session
Country		
Email		
Telephone including country code		

4b Payment details

Please charge the investigation fee to my credit card:
NB Visa or Mastercard only; we cannot accept American Express

Card number	
Expiry date mmyy	
Signature of cardholder	
Name of cardholder	BLOCK CAPITALS
Date	

Investigation fee (50% of the original exam fee):

UK appeals: payment may also be made by cheque, which should be made payable to ABRSM and enclosed with this form.

International appeals: payment may only be made by credit card, and will be charged in British Pounds Sterling, at that day's relevant exchange rate.

Your card will not be charged (or your cheque banked) until the appeal has been resolved.

If the appeal is substantiated, no charge will be made (or your cheque will be destroyed).

If the appeal is unsubstantiated the investigation fee will be charged to your credit card (or your cheque will be banked).