

**Application Learner Takes the Wrong Examination or Assignment.**

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| NISQ D11 for Guidance  |
| NISQ Approved Centre Details | Name –NISQ Registration Number –Address –Governing Body /Director /Qualification Coordinator – Making the Application for the learner taking/given the wrong examination or given the wrong assignment -Name –Position within NISQ Approved Centre – | Supplied Yes/No |
| Learner Details | Name –Unique Learner identification Number –Address – |  |
| Qualification Details | Title of Qualification Registered For – NISQ Qualification Identification Number – Modules Completed – TitlesUnits Completed – TitlesAssessments Completed – Learning Outcomes Completed – |  |
| Explanation for Request | Provide Details of the examination wrongly taken or given by NISQ or the wrong assignment given to the Learner on behalf of the Learner –(See NISQ D11 for Guidance) |  |
| Supporting Documentation | List and Attach Documentation to support the application:1.
2.
3.
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| Statement from the NISQ Approved Centre Governing Body or their Representative (Qualification Coordinator) | This can be a supporting statement, outlining details of the circumstances – this is vital for this application, was the wrong examination due to criteria or an NISQ Administration Error etc- |  |
| Declaration | As the Governing Body of the named NISQ Approved Centre or their representative I hereby in writing confirm the information I have submitted is true and factually correct and is appropriate in order to support an application for the named Learner having been given or undertaken the wrong examination or wrong assignment.Signature –Name –Date - |  |
| NISQ Approval Panel Outcome | The approval panel on behalf of the Governing Body of NISQ have Approved this application for the learner having undertaken the wrong examination, given the wrong examination or given or undertaken the wrong assignment the named Learner. The following Marks will be allocated to their NISQ Finalised Mark NISQ 19 - Signed –Name -Member of the Approval Panel/position –Date - |  |
| NISQ Approval Panel Outcome | The Approval panel on behalf of the Governing Body of NISQ has rejected this application for the named Learner –Explanation for Rejection –The application does not fit the criteria set out in NISQ D11 The Panel Require more information/evidence – see action plan - Signed –Name -Member of the Approval Panel/position –Date - |  |
| Action Plan if Required | Approval Panel require more information to process this application – Namely - Suggested Action Plan – resubmit the application along with the required documentation – Signed –Name -Member of the Approval Panel/position –Date - |  |

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| **No Charge** |
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