

Publishing Qualifications Board: Appeals Form

Please use this form to submit a formal Appeal with regard to the grade awarded to an Assignment or at the End-of-Course for the *Basic Proofreading, Essential Copy-editing or Creative Copywriting* Self-Study courses offered by the Publishing Qualifications Board. Please also read the PBQ notes on submitting an Appeal.

The Tutor concerned will be advised of your Appeal. All details will remain in confidence.

First name		Last name	
Booking reference			
Postal address			
Country		Post Code	
Telephone		Mobile phone	
E-mail			
Course: <i>(please tick as appropriate)</i>	Basic Proofreading <input type="checkbox"/>	Essential Copy-editing <input type="checkbox"/>	
	Creative Copywriting <input type="checkbox"/>		
Appeal is for grading of: <i>(please tick as appropriate)</i>	Assignment <input type="checkbox"/>	End-of-Course <input type="checkbox"/>	
Date on which the grade was awarded			
Your Tutor's name			
Your Appeal <i>Please state the reason(s) why you want to appeal against the grade awarded</i>			
<i>(Continue on a separate continuation sheet if necessary. Tick here if a continuation sheet is used <input type="checkbox"/>)</i>			
I confirm that I wish to register an Appeal, as above, and that I will accept the outcome of the Appeal and understand that no further Appeals may be submitted with regard to this Appeal.			
Signed.....		Date.....	