

Candidate Consent Form for Enquiries About Result (EARs) submitted by accredited course providers (Form EAR2)



Please consult the NEBOSH “*Enquiries About Results (EARs) and Appeals policy and procedures*” document before completing this form. Use one form per candidate per qualification - all sections of the form must be completed.

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THIS FORM NEEDS TO BE COMPLETED ONLY IN THE CASE OF AN ACCREDITED COURSE PROVIDER (ACP) APPLYING FOR AN EAR ON BEHALF OF A CANDIDATE.

Please tick one of the boxes below to confirm who is applying for the EAR:

- The candidate applying for an EAR on the candidate’s result/s.
Please disregard this form and submit form EAR1 only.
- The candidate’s ACP applying for an EAR on behalf of the candidate.
Please complete this form and send it to NEBOSH along with form EAR1. I/We can confirm that the candidate has read and understood the section ‘information for candidates’.

Information for ACPs

EAR requests submitted by an ACP on behalf of one or more candidates must be accompanied by one EAR Candidate Consent form per candidate, completed and signed by each candidate. **Important note** - requests received from ACPs without completed Candidate Consent forms will not be accepted and will be returned to the applicant. Likewise, Candidate Consent forms received without an EAR1 form will also not be accepted and will be returned to the applicant.

Information for candidates

The following information explains what may happen following an EAR regarding a NEBOSH assessment.

If your ACP makes an enquiry on your behalf about a unit result and/or qualification grade that has been issued, these are the possible outcomes:

- there is no change to your original mark and/or qualification grade;
- your original mark is raised, and your overall qualification grade either remains the same or is higher than before;
- your original mark is lowered, and your overall qualification grade either remains the same or is lower than before.

In order to proceed with the EAR or appeal, you must complete and sign the form below. This informs your ACP that you have understood what the outcome might be and that you give your consent to the EAR or appeal being made.

Please now complete all boxes on page 2 and ensure that the candidate has signed the form before submitting all paperwork and payment to NEBOSH. If the form does not contain the candidate’s signature it will not be processed and will be returned to the applicant for completion. Please note that if incomplete paperwork is received by NEBOSH this may result in the EAR outcome being delayed.

NEBOSH student number:

Candidate name:

Title	First (given) name/s	Surname (family name)
<input type="text"/>		

ACP name:

ACP number:

Declaration

NEBOSH will process your data in accordance with the principles of the UK Data Protection Act (1998).

I confirm that by completing and submitting this form:

- I give consent to the processing of this data;
- I confirm that I have given my consent to my accredited course provider to submit an EAR on my behalf;
- I understand that the final mark and (where applicable) grade awarded to me as a result of this EAR may be **higher than, lower than or the same as** the mark and (where applicable) grade that was originally awarded for this assessment;
- I have read the NEBOSH *“Enquiries About Results (EARs) and Appeals policy and procedures”* document and understand it;
- I have supplied information which is accurate to the best of my knowledge.

Candidate’s signature	Date
<input type="text"/>	

All EAR Type 2 applications will be acknowledged within 10 working days. If an acknowledgement is not received within this period the accredited course provider and/or candidate should contact NEBOSH immediately.

Application notes / terms and conditions

1. All sections of this form must be completed in full.
2. Use one form only per candidate, per qualification and per enquiry service. This form may be photocopied if more applications are needed.
3. Incomplete forms and/or forms received without full payment **will not be accepted** and will be returned to the applicant. Please note that NEBOSH will not issue invoices for EAR fees.
4. EAR requests submitted by an ACP must be accompanied by a NEBOSH Enquiry About Result (EAR) request form (Form EAR1); if this form is not attached the application **will not be accepted** and will be returned to the applicant.
5. Completed forms should be sent to Enquiries About Results, NEBOSH, Dominus Way, Meridian Business Park, Leicester, LE19 1QW
6. Please allow the following time scales for the processing of the Enquiry About Result.
 - MCQP EAR – 15 working days from receipt of application.
 - Type 1 EAR – 10 working days from receipt of application.
 - Type 2 EAR – 40 working days from EAR closing date.