Enquiry About Results Log Form

This form is used to formally log and track enquiries about examination results. It ensures transparency and helps monitor concerns to improve assessment accuracy.

1. Enquiry Details

Enquiry Reference Number:

_____

Date of Enquiry Submission:

_____

Learner's Full Name: _____

Learner's ID (if applicable):

_____

Parent/Guardian Name (if applicable):

_____

Contact Information (Email/Phone):

_____

2. Examination Details

Examination Subject/Module:

_____

Date of Examination: _____

Examining Board (e.g., LAMDA):

_____

3. Nature of Concern

Type of Concern (e.g., Grading Error, Misinterpretation, Missing Marks):

_____

Detailed Description of Enquiry:

_____

_____

_____
_____

_____
_____

4. Initial Review

Initial Discussion with Staff (Date & Notes):

_____

Formal Enquiry Submitted (Date):

_____

5. Investigation and Actions Taken

Internal Review Conducted By:

_____

Actions Taken (Investigation Steps):

_____
_____

_____
_____

6. Outcome and Final Resolution

Outcome of Enquiry (Result Adjusted/Not Adjusted):

_____

Final Response Provided to Complainant (Date):

_____

Follow-up Actions Required (if any):

_____

Final Close Date: _____

7. Logged By

Staff Name & Role: _____

⚠ Confidentiality Notice: This log is strictly confidential and should only be accessed by authorized personnel. All concerns will be handled with fairness and transparency.