



## **Examination Appeals Theatric Awards**

If you are unhappy with a service of examination or results we ask you to kindly:

1: Please send your query or complaint to: [Contact@theatricawards.com](mailto:Contact@theatricawards.com)

**Subject line:** Exam appeal.

2: Please write your query or complaint in detail, with dates, and timelines applicable. Please make sure you use your full name. If it's regarding a student who undertook an exam please include their full name, the grade they took.

3: Query or complaints regarding examinations have to be within 30 days after the examination results.

4: We at Theatric Awards endeavour to get back to you within the 14 days receipt of your complaint.

5: Parents are not to complain, this has to be directly from the teacher or centre.

***Please be advised that all complaints are that of strictest confidentiality in keeping with our data protection policy.***