

*Level 4 Diploma*

*Enquiry and Feedback*

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| ***IMportant Notes To Applicants - please read carefully*** |
| 1. This Enquiry and Feedback form enables Diploma candidates to request an enquiry against Level 4 examination results (re-mark) and/or feedback on their scripts. An enquiry can be requested for all grades awarded; feedback can only be requested for fail grades.
2. Data protection statement: The information supplied on this form and any supporting documentation will be treated as confidential and processed by WSET in accordance with its Data Protection Policy, a copy of which is available on request.
3. WSET will confirm receipt of an Enquiry & Feedback Form to the candidate at the email address provided within 3 working days.
4. Upon receipt of an Enquiry and Feedback Application, a WorldPay payment link will be sent to the e-mail address provided. The application will not be processed until this payment is made. Please see the final page of this document for the prices.
5. Please fully complete this form and return to exams@wsetglobal.com no later than 15 working days after the issue of examination results to the Approved Programme Provider (APP). ***Applications received outside this timeframe will not be reviewed.***
6. All examination scripts that are the subject of an enquiry will be re-marked by a member of the Examinations Panel not involved in the original marking.
7. Where an enquiry results in a change to the original grade WSET will:
* Refund the enquiry application fee;
* Amend the examination result accordingly; and
* Issue a new certificate free of charge (following return of the original certificate if applicable).
1. WSET will aim to issue the enquiry result or enquiry result with feedback to the candidate at the email address provided within 60 working days of receipt of this form. The candidate’s APP may request a copy of an enquiry result from the Examinations Manager at WSET; any feedback remains confidential to the candidate.
2. Candidates who remain unsatisfied following the re-marking of their examination paper(s) should request an Appeal Against Examination Results application form from their APP or from WSET. This must be received by WSET no later than 10 working days after the issue of the enquiry result to the candidate.
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| ***Enquiry & feedback form***  |    |
| WSET Level 4 Diploma |

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| ***Candidate Details*** |
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| **First Name** |  |  | **Initial(s)** |  |  | **Surname** |  |
|  |
| **Email Address** |  |  |
|  |
| **Date of Birth** | D | D | M | M | Y | Y | Y | Y |  | **Gender** | *Male* |  | *Female* |  |
|  |
| **Candidate No.** |  |  |  |  |  |  |  |  |  | **Unit 3 Reg. Number***(if known)* |
|  |
| ***APProved programme provider Details*** |
|  |
| **Name of the APP you studied with** |  |  | **APP Number** |  |
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|  |
| ***Examination Details*** |
|  |
| **Diploma Unit(s)** |  |  |
|  |
| **Date of exam** | D | D | M | M | Y | Y | Y | Y |  | **Exam Number** *(if known)* |  |  |  |  |  |  |
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| ***Reason For Enquiry/feedback APPLICATION*** |
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| **Please give reasons for your application:** |
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| ***Fees*** |
| **DIPLOMA – D1 (Wine Production)** |
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| **Section** | **Grade Achieved** |  | *(Tick as required)* | **Fee** |
|  |
| **Multiple-Part open response** |  |  | Enquiry Only |  |  | *£127.00* |
|  | Enquiry + Feedback |  | *£185.00* |
|  |
| **DIPLOMA – D2 (Wine Business)** |
|  |
| **Section** | **Grade Achieved** |  | *(Tick as required)* | **Fee** |
| **Multiple-Part open response** |  |  | Enquiry Only |  |  | *£127.00* |
|  | Enquiry + Feedback |  | *£185.00* |
|  |
| **DIPLOMA – D3 (Wines of the World)** | *(Please note: fees for Unit 3 are charged* ***PER QUESTION****)* |
|  |
| **Section** | **Question(s)** |  |  *(Tick as required)* |  **Fee** *Sub-total* |
| **Tasting**  | 1 | 2 | 3 | 4 |  |  |  |
|  |  |  |  | Enquiry Only |  |  | *£79.00 \_\_\_\_\_\_\_* |
|  |  |  |  |  |  | Enquiry + Feedback |  |  | *£127.00* \_\_\_\_\_\_\_ |
|  |
| **Theory** | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  |
|  |  |  |  |  |  |  | Enquiry Only |  |  |  *£79.00* \_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  | Enquiry + Feedback |  |  |  *£127.00* \_\_\_\_\_\_\_ |
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| **DIPLOMA – D4 (Sparkling Wines)** |
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| **Section** | **Grade Achieved** |  | *(Tick as required)* | **Fee** |
| **Tasting** |  |  | Enquiry Only |  |  | *£79.00* |
|  | Enquiry + Feedback |  | *£127.00* |
|  |
| **Theory** |  |  | Enquiry Only |  |  | *£79.00* |
|  | Enquiry + Feedback |  | *£127.00* |
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| **DIPLOMA – D5 (Fortified Wines)** |
|  |
| **Section** | **Grade Achieved** |  | *(Tick as required)* | **Fee** |
| **Tasting** |  |  | Enquiry Only |  |  | *£79.00* |
|  | Enquiry + Feedback |  | *£127.00* |
|  |
| **Theory** |  |  | Enquiry Only |  |  | *£79.00* |
|  | Enquiry + Feedback |  | *£127.00* |
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| **DIPLOMA – D6 (Research Assignment)** |
|  |
| **Section** | **Grade Achieved** |  | *(Tick as required)* | **Fee** |
| **Tasting** |  |  | Enquiry Only |  |  | *£127.00* |
|  | Enquiry + Feedback |  | *£185.00* |
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|  | **TOTAL COST** |  |