



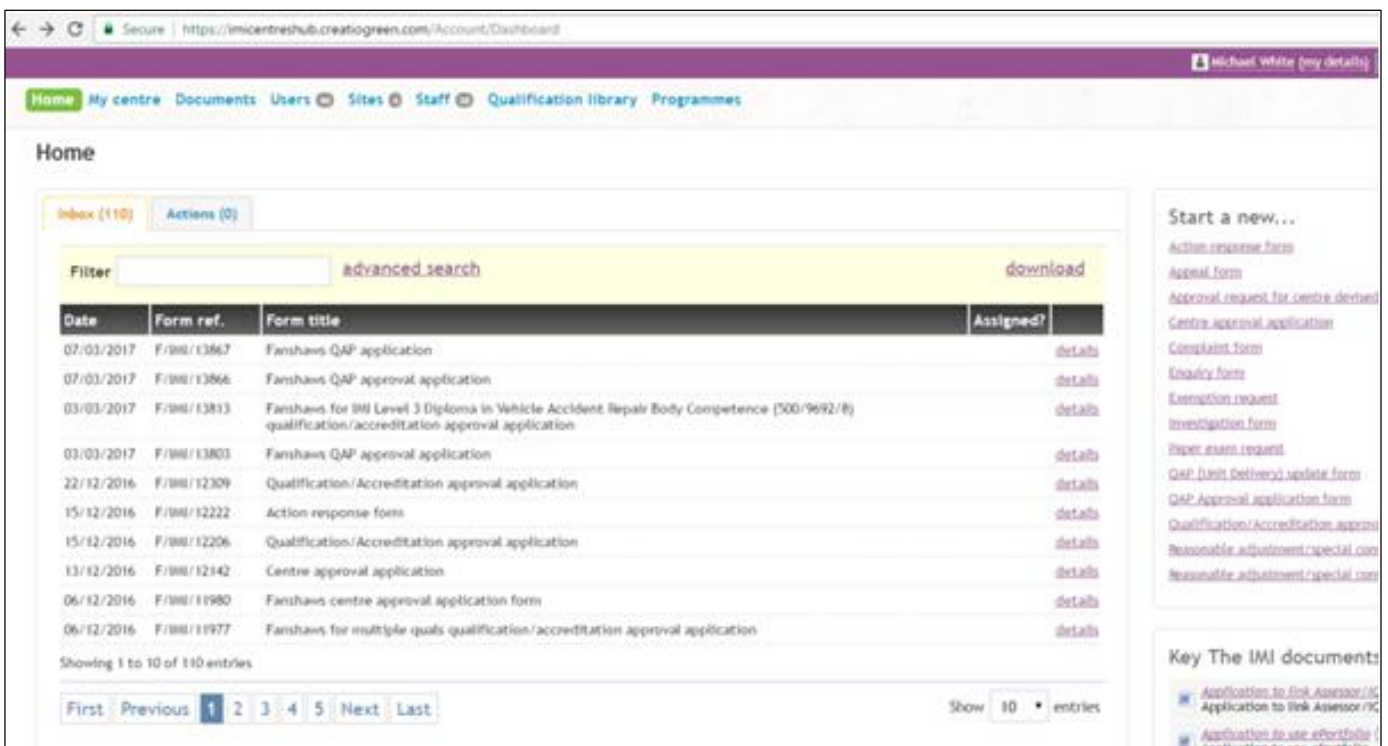
WHEN TO USE THIS PROCESS

If you feel that an online test has contained incorrect or unfair questions please follow the process below to submit an enquiry to the IMI to either review a particular question or review the overall result.

Please follow the following steps

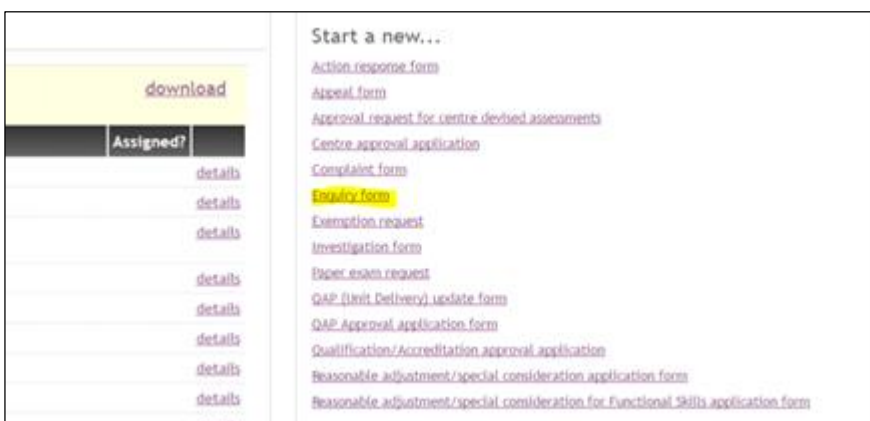
Step 1

Log on to Centres Hub: <https://imicentreshub.creatiogreen.com>



Step 2

On the right hand side of the screen please select 'Enquiry form'.



Step 3

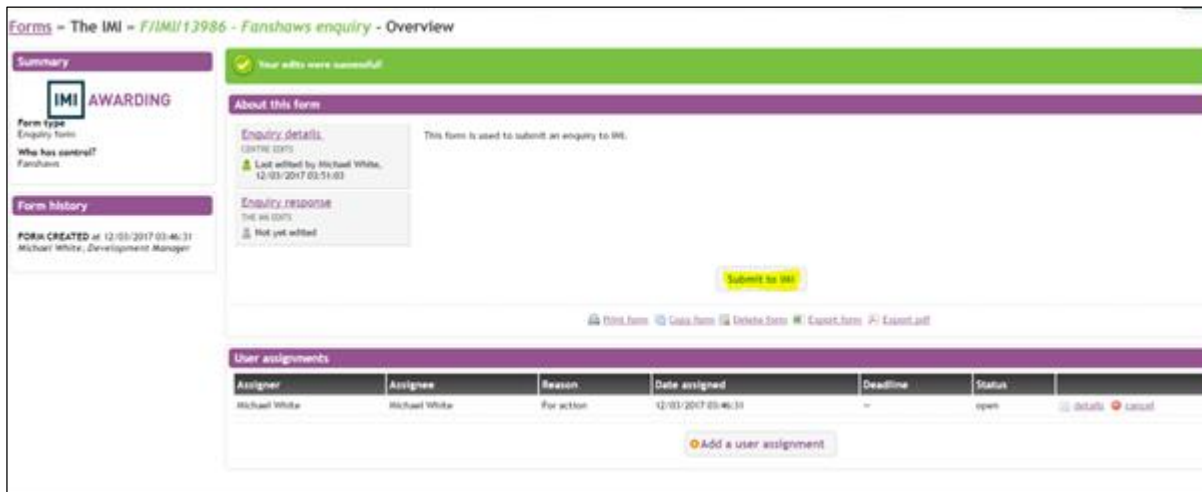
Click 'Create form'.

Step 4

On the displayed form please tick the box stating 'Result review' and enter some details about your enquiry in the 'Enquiry details' box and add any relevant documents. Now please add your contact details as stated on the form before clicking 'Save changes'.

Step 5

The final step is to submit this form to the IMI for review. Please make sure you press the ‘Submit to IMI’ button before exiting.



Forms - The IMI - F/IMI12986 - Fanshaws enquiry - Overview

Summary

IMI AWARDING

Form type
Enquiry form

Who has control?
Fanshaws

Form history

FORM CREATED at 12/03/2017 03:46:31
Michael White, Development Manager

About this form

This form is used to submit an enquiry to IMI.

Enquiry details
LASTRE EDITS
Last edited by Michael White,
12/03/2017 03:51:03

Enquiry response
THE MS EDITS
Not yet edited

Submit to IMI

Print form Cancel form Delete form Export form Export pdf

User assignments

Assigner	Assignee	Reason	Date assigned	Deadline	Status	
Michael White	Michael White	For action	12/03/2017 03:46:31		open	details cancel

Add a user assignment

Step 6

Once submitted it will be assigned to the relevant person for review. You will be contacted within 7 days of submission with the result of any review carried out.

If you have any questions about the above process, please contact qualsdevelopment@theimi.org.uk.