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Student Assessment Appeals

Candidate/Student Assessment Appeal Procedure

The purpose of this procedure is to ensure that fairness and objectivity is applied to the assessment process.

1. If a candidate disagrees with the outcome of an assessment or the conduct of the assessment he or she notifies IN WRITING their request for an Appeal to the Centre or School Internal Verifier within 20 days of the assessment decision.
2. The Internal Verifier contacts the Assessor and together with the Candidate/Student attempts to find a solution.
3. If no solution offered is accepted by the candidate, a date is set with the Appeals Panel for a hearing. The External Verifier or Moderator is notified giving details of the composition of the Panel and how the Appeal will be heard.
4. The Appeal Panel will constitute three members, all experienced in the Assessment process and all independent of the Candidate/Student, their Assessor and the Internal Verifier.
5. After the panel has considered all the information from the Candidate, the Assessor and the Internal Verifier, the result will be sent to the Candidate/Student in writing.
6. If the Candidate/Student does not agree with the Panel's decision, then the Candidate/Student is invited to write to the Awarding Body lodging their Appeal within 20 days of the Panel's decision.

There may be costs involved in lodging an Appeal. These will be kept to a minimum but will be incurred by the Candidate/Student.