

Appeals Procedure

After an assessment, if you feel the assessor treated you unfairly or the decision they have made, you feel is wrong. You the Candidate have the right of appeal.

There are four stages of appeal; you must follow each in turn if you are not happy with the decision / recommendation made:

Stage 1 – 1 week

Your first step should be to discuss the matter with your assessor. At this stage you will have an opportunity to express your views and raise any concerns. In most cases a satisfactory conclusion can be reached at this point.

Stage 2 - 2 weeks

If you are not satisfied with the outcomes of stage 1 you may make a formal written appeal to an Independent Arbitrator (Internal Verifier or Centre Co-ordinator) to review the assessment decision.

The document to use for this purpose is on the reverse of this page 'Record of Disagreement'.

In this both you the 'Candidate' & your 'Assessor' may place your views on the assessment decision taken for an independent arbitrator (Internal Verifier or Centre Co-ordinator) to make their decision / recommendations.

The arbitrator will then discuss their decision / recommendations with both parties.

(In most cases this is the final stage where the grievance is resolved.)

Stage 3 – 2 weeks

If you feel the Arbitrator's decision is wrong, you have the right to take it to the awarding body, which will look at the details recorded at the Record of Disagreement and then attempt to resolve the matter.

Stage 4 – 1 week

This is the final stage of the appeals procedure. If you feel you have a genuine grievance of which has not been fairly dealt with, then the Centre Co-ordinator will advise further on the procedure to resolve the situation.

Record of Disagreement.

Parts 1 – 2 & 3 to be completed by both the Candidate & Assessor together and **part 4** to be completed by the Arbiter as per stage 2 of the Appeals Procedure

Part 1: Candidates Statement

Date:.....

Part 2: Assessors Statement

Date:.....

Part 3 Personal Details

Candidates Name:..... **Candidates**

Signature:.....

Assessors Name:..... **Assessors**

Signature:.....

Programme:..... **Award:**..... **Unit in**

Question:.....

Part 4: Arbiters Statement & Recommendations

Arbiters Name:.....
Signature:.....
Arbiters Designation:.....
Review:.....

Arbiters

Date of Arbitration

