

Appeals Procedure

Issue Date: September 2022

Next Review Date: 01.09.2026

To Be Reviewed By: Head of Vocational Department

Appealing against an assessment decision

Candidates wishing to appeal against an assessor's decision must initially go through the centre's own internal appeals procedure. The Awarding Body will not process an appeal unless this procedure has been exhausted.

The procedure for making an appeal against decisions concerning certification where the qualification is centre assessed is detailed below.

If you disagree with the assessor's decision you have the right to appeal.

Stage 1 Speak to the assessor and explain why you disagree with the assessment decision. The assessor will record your comments and explain how the assessment decision has been reached.

- Within 24 hours

Stage 2 If you are still not happy with his decision you have the right to speak to the Internal Quality Assurer - a meeting would be arranged at a mutually convenient time.

- Within 5 days

Stage 3 If you are still unsatisfied with the assessor/Internal Quality Assurer's decision you have the right to appeal to the Head of the Centre

- Within 5 days

Stage 4 If you are still not satisfied with the External Quality Assurer's decision you have the right to appeal to the Regional Awarding Body. That decision would be final.

Signature:

Date:



INTERNAL APPEAL RECORD FORM

Qualification:

Unit number:

Student:

Assessor:

Internal Verifier:

Senior Manager:

Reason for Appeal (please give full details)	Outcome (Response within 5 working days)
Date:	Date: Student Signature: IV Signature: Senior Manager Signature:

I confirm that I have received and read a copy of this internal appeal record form.

Name of Head of Centre:

Date:

Signature:



INTERNAL APPEAL RECORD FORM

Qualification:

Unit number:

Student:

Assessor:

Internal Verifier:

Senior Manager:

Stage One (Unit Assessor)	Response within 5 working days
Reason for Appeal (please give full details):	Outcome:
Date:	Date:
	Student Signature:
	IV Signature:
	Senior Manager Signature:

I agree/disagree with the outcome of Stage One of the appeal.

Student Signature: _____

Stage Two (Internal review)	Response within 5 working days
Reason for Appeal (please give full details):	Outcome:
Date:	Date:
	Student Signature:
	IV Signature:
	Senior Manager Signature:

I agree/disagree with the outcome of Stage Two of the appeal.

Student Signature: _____



Name of Head of Centre:

I confirm that I have received and read a copy of this internal appeal record form.

Stage Three (Senior manager)	Response within 5 working days
Please enter here the reason for disagreement with outcome of second stage of appeal:	Outcome:
Date:	Date: Student Signature: IV Signature: Senior Manager Signature:

Signature of Head of Centre:

Date:

