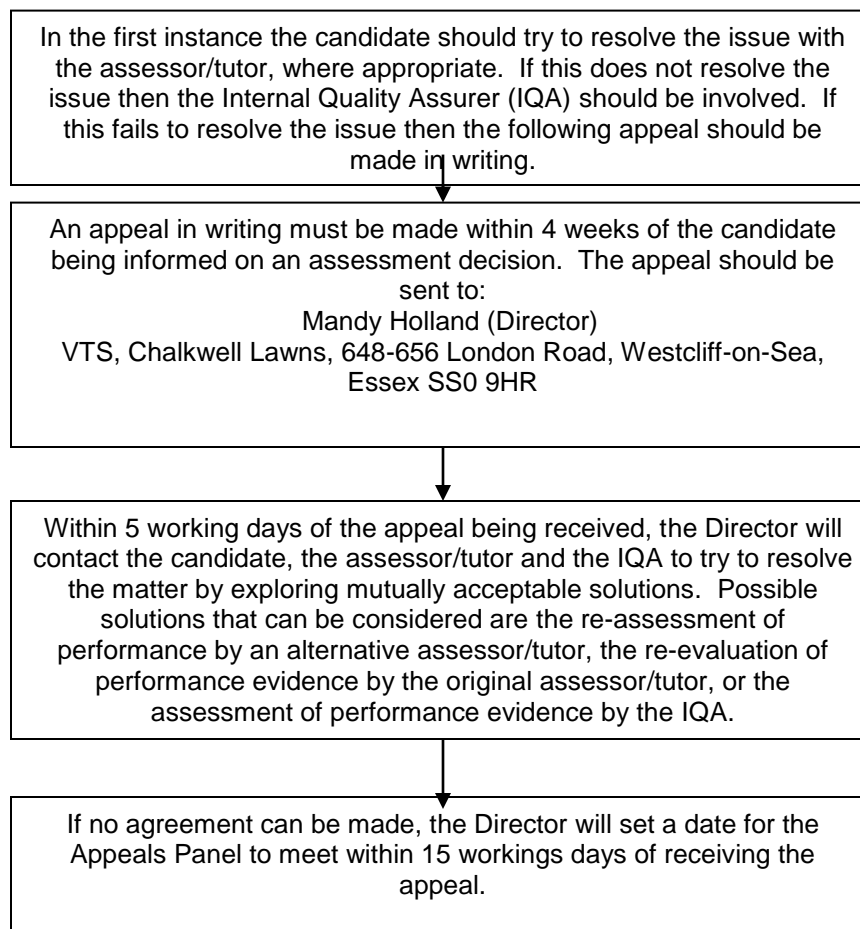


APPEALS PROCEDURE

The Appeals procedure should be used where a candidate is unhappy with any stage of the assessment process and they have been unable to resolve this directly with the assessor/tutor concerned. An appeal can be made against any decision made by the candidate's assessor/tutor once the assessment of the unit has been completed.

The following are considered grounds for appeal:

- The candidate disagrees with the assessment decision as set against their course performance criteria.
- The candidate is dissatisfied with the way in which the assessment was carried out.
- The candidate is dissatisfied with the amount of opportunities offered to demonstrate competence.
- The candidate experiences bias/discrimination in the assessment process in terms of equal opportunities.



The Appeals Panel

The Appeals Panel should consist of 3 people who have not been involved with the particular assessment.

The Panel will give everyone involved the opportunity to present their account of the matter under appeal. This can be done verbally or in writing. If so desired, those involved may give their account in the absence of others involved in the matter. The Panel will consider the matter and records their decision. They will then notify the parties involved of that decision within 5 working days.

Possible decisions can be:

- The evidence presented does demonstrate competence and the original decision should be reconsidered by the original assessor/tutor.
- The original decision is upheld.
- The candidate be reassessed by the original assessor/tutor.
- The candidate should be reassessed by a different assessor/tutor.

If the candidate is still not satisfied with the outcome of the appeal a further complaint can be made to the Director and if still not satisfied, to the Awarding Body. Information on how to do this is available from the Director.

All appeals will be declared at External Quality Assurance inspections, along with all notes and decisions made through the Appeals Panel and discussions outside of the Panel.