



## **APPEALS PROCEDURE**

### **Responsibility of the Candidate**

In the event of a candidate wishing to pursue an Appeal against Assessment, the candidate should take the following action:

1. Inform the Lead Internal Verifier in writing that he/she wishes to meet with the Lead Internal Verifier (initial meeting) to discuss the grounds of the Appeal.
2. Gather all relevant evidence relating to the grounds of Appeal and forward a copy of it to the Lead Internal Verifier in advance of the Initial Meeting. The student will need to retain their portfolio of coursework to support any appeal they make.
3. Negotiate with the Lead Internal Verifier at the Initial Meeting the grounds for Appeal.

### **Responsibility of the Lead Internal Verifier**

1. Meet with a candidate within 10 days of being notified as in (1) above.
2. Negotiate with the candidate the grounds for Appeal, using the evidence supplied by the candidate, and advise him/her of the next course of action, as in (3) below.
3. If the Lead Internal Verifier and the candidate agree there are no grounds for Appeal at the Initial Meeting, the action is dropped forthwith. If the Lead Internal Verifier and the candidate agree there are possible grounds for Appeal, the Lead Internal Verifier will:
  - a. Inform the candidate in writing of the date of the Appeal.
  - b. Inform the relevant assessor(s) of the date of the Appeal and request a written statement from them.
  - c. Inform the Internal Verifier and the Board of Governors of the date of the Appeal.

### **Responsibility of the Internal Verifier and the Board of Governors**

To hear the Appeal, calling the following persons to give evidence:

- The candidate
- The Internal Verifier

The decision of the Internal Verifier and the Board of Governors is final.
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