



## Appeals Procedure

**1. Within what time period do candidates have to appeal against an assessment decision**

15 days of decision

**2. If a candidate is unhappy with an assessment decision, who should he/ she speak to first?**

Assessor / trainer

**3. How long should the whole internal appeals process take?**

8 weeks

**4. What should happen with a discussion between candidate and assessor at stage 1?**

Written record kept, signed by both candidate and assessor and passed to IV

**5. Who and how will the IV inform if he / she does not support the request for reassessment?**

Candidate, assessor, and Global Educ8tions Director in writing

**6. If the IV supports the reassessment within what timescale must he / she take action and what is the action to be taken?**

Appoint a 2<sup>nd</sup> line assessor to reassess within 10 working days

**7. What must the candidate do if he / she disagrees with the IV?**

Notify IV and pay £20 for cost of reassessment

**8. If the candidate appeals against the IV's decision, he / she must appoint an Appeal Panel. Within what timescale and is the candidate and original assessor allowed to sit on the panel? Is the IV allowed to be involved?**

10 days, yes and no

**9. If an agreement can still not be reached, what happens?**

IV to notify EV and request implementation of awarding body's eternal appeal procedure. Director informed of outcome.





**10. How many recording documents are there over the 4 stages?**

6

**11. How will all information be broken down?**

See 6.6 – page 4

**12. What are staff at Global Educ8tions not allowed to do if asked to support students and why?**

Provide any advocacy, representation – because of conflict of interest.

