



Global Educ8tions Learner Appeals Procedure

Global Educ8tions wishes to make sure that all Learners have fair treatment as they work towards their chosen qualification. If at any stage during the assessment of your portfolio you feel that your assessor has taken a decision that you consider to be unfair, you have the right to appeal.

This is what you should do:

1. First of all, if possible, discuss the matter with your assessor. Do this as soon as possible after the assessment decision or event (no more than two weeks).
2. If you cannot sort it out with your assessor, write down what has happened and send or give the information to the co-ordinator (Administration team), at your centre for the qualification you have taken (no more than three weeks after the assessment decision).
3. The co-ordinator will try to resolve the problem (this may involve re-assessment of evidence, or giving you another assessor).
4. If at the end of this process you still feel the decision taken was unfair, you may appeal in writing* to ASDAN's Director of Accreditation, who will implement ASDAN's appeals procedure.

* If you need help in doing this, your centre's ASDAN co-ordinator will give you advice.

Learner Signature:

Date:

Assessor Signature:

Date