

# Adult Training Network

## **CANDIDATE ACADEMIC APPEALS PROCEDURE**

### **Grounds for appeal**

Assessment decisions for all courses are based on criteria published by City and Guilds. As a candidate you have the right to appeal against any assessment decision if you believe that the decision is unfair or unreasonable.

### **Awareness if the Appeals process**

Your assessor will explain the appeals process at the start of the course.

### **Stage 1: Informal Appeal**

- 1.1 If you are unhappy with an assessment decision you should always discuss it first with your assessor. You should be prepared to explain why you think you have met the required assessment criteria and you should be prepared to listen to your assessor's reasons.
- 1.2 In exceptional circumstances, if you feel very unhappy about discussing the issue with your assessor, you may raise it instead with the course director or your personal tutor.
- 1.3 If you are still unhappy with the assessment decision, you may proceed to Stage 2, the formal written appeal.

### **Stage 2: Formal Written Appeal**

- 2.1 If you decide to make a formal appeal, you must appeal in writing within 10 working days of getting the original assessment decision.
- 2.2 The written appeal will be sent to the Internet Verifier responsible for the course.
- 2.3.1 The Internet Verifier will discuss the issue with the assessor concerned, evaluate the evidence and give a judgement
- 2.3.2 The Internet Verifier will notify you of the decision, and the reason for the decision, in writing, and will give a copy to the assessor and to the course director.

### **Stage 3: Appeal Panel**

- 3.1 If you are still unhappy after the Internet Verifier's decision, you may make a final appeal to the college's Appeals panel. Membership of the appeals panel is determined by the Director of the college, but will normally consist of the Director and two members of the staff previously unconcerned with the matter.
- 3.2 To make an appeal you must apply in writing to the Director within 10 working days of receiving the Internet Verifier's decision.
- 3.3 The Appeals Panel will consider the evidence and give a judgement. Their decision will be final and binding. You will be notified in writing of the decision, and the reason for the decision.

### **Stage 4: Appeal to Awarding body**

If you are still dissatisfied with your grading you may appeal externally to City & Guilds the awarding body. Details will be available from the Course Director.

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