

- Talking to another assessor
- Talking to the assessor involved

Section 2 of the candidate appeal form will then be completed, and the candidate given the decision within 5 working days of the appeal being received.

If the candidate remains unhappy then the appeal must proceed to stage 3

Stage 3

Appeals Panel

The relevant internal verifier involved in stage 2 of the appeal will forward the appropriate details to the Verifier Co-ordinator / Quality Assurance of the Centre. These details will include:

- Candidate appeal form- section 2 completed
- Candidate Assessment Record form
- Relevant written comments of the internal Verifier (i.e. background information)

The co-ordinator will then convene (within 10 working days of stage 2) a meeting involving:

- The co-ordinator
- The internal verifier who dealt with stage2
- The candidate
- The original assessor
- A colleague/friend (if requested by the candidate)

A decision must be reached. The candidate will be notified orally at the meeting, and in writing (within 10 working days of the panel) of the result.

The decision of the panel is final

Records of all appeals are logged and made available to:

- The External Verifier
- The Relevant QAC team for the Diplomas Certificate involved

Candidate Appeal Form

Name of Candidate

Qualification

Name of Assessor

Name of IV

Date of Assessment

Units assessed

Stage1 Assessor's Comments – Assessment details

--

Candidate's reasons for appeal

--

Candidate Signature

Date

Assessor's Signature

Date

Assessor's decision

--

Date Appeal received
Name

Date of reply
Signature

Stage 2 – Internal Verifier's Comments

--

Date Appeal received
Name

Date of reply
Signature

Stage 3 Appeal Panel's Comments:

--

Date Appeal received
Name

Date of reply
Signature

Entered into Appeal's record Log

Date Appeal logged
Name

Signature