



SIGN WITH BETH

## **Appeals Policy**

### **Aim:**

- To enable the candidate to enquire, question or appeal against an assessment decision.
- To attempt to reach agreement between the candidate and the assessor at the earliest opportunity.
- To standardise and record any appeal to ensure openness and fairness.
- To facilitate a candidate's ultimate right of appeal to the awarding body, where appropriate.

### **To protect the interests of all candidates and the integrity of the qualification.**

In order to do this, the centre will:

- Inform the candidate at induction, of the Appeals Policy and procedure for up to 6 weeks.
- Record, track and validate any appeal.
- Forward the appeal to the awarding body when a candidate considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.
- Keep appeals records for inspection by the awarding body for a minimum of 3 years.
- Have a staged appeals procedure.
- Will take appropriate action to protect the interests of other candidates and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.
- Candidate will get responding the results within 5 weeks.

This policy will be reviewed every 12 months by Sign With Beth.

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**Name:** Beth Bartholomew

**Signature:**

**Date:** 05/09/2019