

# Appeals Procedure

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## Appeals Procedure

1. The Regulations relating to Academic / Vocational Appeals define the circumstances under which a candidate may appeal against a recommended grade for any examination or assessment result.
2. It is the responsibility of a candidate to notify their Tutor / Examiner at the earliest opportunity if there are any extenuating circumstances which might have a bearing on their examination performance, so that, wherever possible, this may be brought to the attention of the Awarding Organisation at the appropriate time. It is also the candidate's responsibility to check his or her examination results.

### Appeals against Examination Results

3. A candidate wishing to appeal against an examination result must make a written application to the Centre Manager. If an application is received within the specified time limits (i.e. within 14 days) but is insufficiently detailed to enable the Centre Manager to form a judgment, the candidate will be asked to provide the necessary additional information.

### Appeals against Assessment Results

4. A candidate wishing to appeal against an assessment result must make a written application to the Tutor /Assessor at EAS. If a candidate disagrees with the Tutor/Assessor's decision, s/he can appeal to the Internal Verifier by submitting a copy of the work for independent assessment. The Internal Verifier will notify the candidate of their decision within 30 days.

If the Internal Verifier supports the Tutor/Assessor's decision, the candidate can appeal to the Centre Manager who will notify you of their decision within 30 days.

If an application is received within the specified time limits (i.e. within 14 days) but is insufficiently detailed to enable the Centre Manager to form a judgment, the candidate will be asked to provide the necessary additional information.

5. If after consulting with the Nominated Tutor, the Centre Manager is satisfied that no prima facie case is established, the candidate should be notified in writing of that decision.

## Procedure for an Academic Appeals Committee

6. If the Centre Manager decides to establish an Appeals Committee, the candidate will be given notice in writing of that decision.

### Committee Procedure

7. Where the appeal is to be dealt with by a committee, the candidate will be required to submit the appeal in written form by a specified date. Comments made by the Centre Manager should be supplied to the candidate, with an invitation to submit any response to those comments by a specified date.
8. After the meeting of the Academic Appeals Committee, the Centre Manager will notify the candidate in writing of the decision.

## Recourse to Complaints Procedure

9. Where an academic appeal has not been resolved to a candidate's satisfaction, there is an opportunity to make application for a review under the Complaints Procedure.

## Recourse to Awarding Organisation

10. If a candidate is not satisfied with the final decision that is made by EAS regarding their appeal, the candidate can appeal to the relevant Awarding Organisation using their own procedures. This action could incur a fee from the Awarding Organisation.
11. If the candidate still remains unhappy, the candidate has the opportunity to raise their appeal to the Qualification Regulators.

EAS will always follow the Awarding Body Appeals procedure that may supersede this policy.

### This policy has been approved & authorized by:

**Name:** Eamon Wilson      **Position:** Managing Director

**Signature:**       **Date signed:** 13 April 2026