Results Review and Appeal

Results Review and Appeal Policy

- All appeals are to be submitted in writing, 7 working days from the release of assessment results and the results of the appeals are to be made known to the trainees within 4 weeks.
- No appeal will be accepted for the re-grading of a paper in which the trainee has passed.
- Only one appeal per assessment is allowed.
- All appeals will be managed in a fair and impartial manner, without any discriminatory practices.

Results Review and Appeal Procedures

1. Upon release of results, trainees who are dissatisfied with the outcome may submit a Results Appeal Form to the Course Chair, together with the Appeal of Results fees. Trainees are given 7 working days to submit an appeal after the release of exam results.
2. The Course Chair is to review the appeal request and decide if it is a valid appeal. If the request qualifies for an appeal, a different marker will be designated to reassess the trainee's assessment.
3. All decisions signed off by the AEB will be final via Results Appeal Form.
4. The Course Chair will inform the trainee of the final decision within 4 weeks (for in-house (Courses) or 4 Weeks (for Courses with External Partners) from the appeal request.
5. For results / awards that are from courses with any External Academic Partners, the School will need to adhere to their appeal process and any decision made by the External Academic Partners will be final.
6. The Examination Board will need to review and approve any changes to any Assessment Results and/or Awards upon the completion of the Appeal Process. This would be documented in the Results Appeal Form.