



## Institute of Science Technology Assessment Appeal Procedure for CPD award

Candidates have a right to appeal if:

1. They think their work has not been assessed when they believe it could have been
2. They think that the evidence they have produced has not been properly assessed

This may include an occasion when a candidate thinks that circumstances were not taken into account (e.g. difficulties that were not of the candidates making).

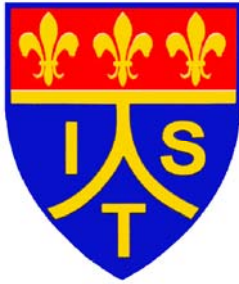
If a candidate thinks that either of the above points apply to them they should complete an Assessment Appeal Form and proceed by one of the routes below:

In the case of 1 above, the candidate should appeal to the centre's training and development unit. If agreement cannot be reached, the training and development unit should take the evidence to the external moderator for adjudication. The external moderator's decision is final.

In the case of 2 above, the candidate should appeal, through the centre's training and development unit, to the external moderator. If agreement cannot be reached, the candidate may appeal directly to the Institute's Education Officer. In exceptional circumstances which may involve a point of principle or procedure, the appeal may be heard by the Institute's Education Board.

Any other grounds for appeal, e.g. discrimination, equal opportunities, should be dealt with by the centre using its existing procedures.

All candidates should be informed of the Appeals procedure at the beginning of the CPD award



Institute of Science Technology  
Assessment Appeal Form for CPD award

Name: .....

Assessor: .....

Centre.....

Details of the evidence/work concerned:

**Appeal**

Explain as fully as possible the grounds for your appeal and why you think it should be allowed. Give full details of what you think should have been assessed or should now be assessed, or what you think has not been properly assessed.

Mention any evidence which you will be able to produce to support your appeal (e.g. new work that you can produce, letters or statements from other people). Use this form and blank paper if necessary. Please sign and date at the end.

Signed..... Date.....