

FOR OFFICIAL USE ONLY

Received by:	Approved by:
Signature:	Signature:
Date:	Date:
If an appeal has been granted, which option did you apply?	
	Re-check <input type="checkbox"/>
	Review <input type="checkbox"/>
Appeal upheld: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for decision	
Authorised by:	
Signature:	Date:
Appellant notified by:	
Signature:	Date:

See ETB Learner Guide to Assessment for general information on assessment

Appealing your Assessment Result



Insert ETB contact details

For more information visit [ETB website](#) or email ETB

How to appeal an assessment result on a ETB training programme

Insert ETB Logo



What should I do if I am not happy with the result of an assessment during the programme?

You should talk to your instructor or trainer about your result. They will explain how your work was marked.

What should I do if I am still not happy after talking to my instructor or trainer?

If you are not happy with the final result of your assessment, you can appeal it. To appeal means to ask for a change in, or more information about, the result.

Why would I appeal an assessment result?

You can ask for an appeal of your assessment result on an ETB training programme if you think:

1. the person marking your assessment ("the assessor") did not record your results properly
2. the assessor marked your assessment unfairly or incorrectly
3. personal (for example, a family emergency) or health problems affected you during the assessment
4. the assessment was run unfairly or incorrectly, and this might have affected your result
5. there was a disruption during the assessment

How can I appeal an assessment result?

If you want to appeal your assessment result, you must:

- fill in the application form on this leaflet
- send the completed form to the ETB manager who looks after assessments no more than 10 working days from the date your assessment results were issued

What will the ETB do?

Step 1

The ETB manager who is in charge of assessments will look at your completed appeals application form.

If your appeal matches one of the listed reasons, the ETB manager will ask an appeals reviewer to examine the appeal. The manager will tell you this in writing no more than 10 working days after getting your application.

If your appeal does not match one of the listed reasons, the ETB manager will tell you this in writing no more than 10 working days after getting your application.

Step 2

The appeals reviewer will examine your application and look at the facts.

Step 3

The appeals reviewer will write a report and send it to the ETB manager in charge of assessments.

Step 4

An Appeals Panel will use this report to make a decision on your appeal. The ETB manager in charge of assessments will tell you about the decision in writing no more than 30 working days after they first wrote to tell you that the ETB was working on your your appeal.

What decision could the ETB make about my appeal?

the ETB could decide to:

- give you the same mark
- give you a higher mark
- give you a lower mark
- allow you to (re)sit the assessment, when available, without enforcing the ETB rules of repeat assessments
- declare the assessment null and void and cancel the result

What is a final appeal?

If you do not accept the decision of the Appeals Panel, you can appeal to the relevant awarding body.

Application Form Appeal of assessment result on an ETB training programme

Please complete this form in BLOCK letters. If you need some help, ask someone you trust. The relevant ETB manager must get this form no more than 10 working days after your results are issued. Appeals information is available at all ETB Centres or on the ETB website.

Name: _____ PPS number: _____

Home address: _____

Postal address (if different): _____

Daytime telephone no: _____

Mobile telephone no: _____

Email address: _____

Name of training programme: _____

Location: _____

Why are you appealing your assessment result? (continue on a separate page if required)

What decision are you hoping for?

Your signature: _____

Date: _____

