

Examination appeals policy and procedures

Introduction

This document contains details of the examination appeals policy and procedure of Equivalency Testing. It is to be used by candidates and explains their rights to an appeal against a decision of Equivalency Testing which affects them.

These procedures are independent from procedures for exam setting and marking processes.

- The mitigation procedure should be used with regard to factors which are known at the time of the examination and which could adversely affect performance at the examination.

Each procedure is distinct and separate, and cannot be used interchangeably.

Prior to the final result being published, please be reassured that all borderline examination scripts will have been reviewed by either the Principal Examiner or a member of the team.

All requests under the appeals policy and procedure will be treated impartially and confidentially and will not impact in any way on future assessment decisions on individual cases.

Right of appeal

You may make an appeal on the following grounds:

- Belief that an administrative or procedural error has occurred; scripts will not be remarked but all marks will be checked against the results data for an administrative error.
- Belief that the grade awarded was inappropriate; scripts will be remarked and checked against the results data for any administration errors.
- Mitigating circumstances which for valid reasons were unable to be divulged by the published closing date scripts will be remarked considering the evidence of mitigating circumstance provided.

We cannot accept appeals made on the following grounds:

- Use of a calculator not on the list of those approved by the Board of Examiners, regardless of the variances in model or frequency of use during the examination.
- Mitigating circumstances, incidents or comments which could have been or were divulged by the published closing date for submission.

Appeal fee

- A fee of £20 is payable for each paper reviewed under the appeal grounds of an administrative or procedural error.
- For appeals on the grounds of dissatisfaction with the grade awarded or mitigating circumstances, a fee of £25 is payable for each paper.

Procedure

Submission of appeal application forms

- An application form should be completed and sent with the appropriate fee to Mr R Freestone, Equivalency Testing, 72 Walton Gardens, Hutton, Essex, CM13 1EP.

Please complete a separate form for each paper to be reviewed.

- Appeal forms need to be received within 10 working days of you receiving the result.

Please note that any applications for an appeal not accompanied by an appropriate fee will be refused.

The Equivalency Testing will acknowledge receipt of all appeal forms within 5 working days.

For appeals on the grounds of an administrative or procedural error

- An internal review of the results data relating to examination attempts will take place to ensure that no administrative error has been made at any point.

For appeals on the grounds of dissatisfaction with the grade awarded

- The Exams Team will forward the appeal form, exam script and results data to the assigned Staff member who will ensure the marks awarded are appropriate.
- The Staff Actuary will then send the exam script, with comments and a recommendation, to the Principal Examiner (or nominee) for final consideration and for quality control purposes.

.For appeals on the grounds of mitigating circumstances

- An appeal on grounds of mitigating circumstances will only be considered if the candidate can provide good reasons why a mitigating circumstance was not submitted by the examination date.
- An appeal is likely to be rejected if the candidate advises that the circumstances were too sensitive to reveal by the exam date, but the candidate is able to explain them once the results are published.

- The Exams Team will forward the appeal form and supporting documentation, exam script and results data to the assigned Staff Actuary who will ensure the marks awarded are appropriate considering the evidence of mitigating circumstances provided.

Outcome

There are two possible outcomes to the appeal application:

- An improvement to your result for the assessment (i.e. pass rather than fail)
- No change in your result for the assessment

Appeal results will be issued no later than 30 working days after receipt of the appeals request form at Equivalency Testing. If an undue delay is expected (e.g. due to illness, holidays) then the candidate will be notified.

In the event that an appeal results in a revision of the original exam result, candidates will be notified and the fee will be refunded accordingly.

Once the appeal has been completed and the result communicated to you, the Equivalency Testing will not enter into any further correspondence regarding the appeal.

Additional important information

Registering to re-sit a failed exam whilst an appeal process is in progress

Candidates awaiting the outcome of an appeal need not wait for the result before applying to re-sit the exam that is under review or appeal, and/or other exams. In the event that an appeal results in a change of fail grade to a pass, a full refund of any exam entry fee paid will be made.

Contacts

Please contact the Equivalency Testing if you have any queries regarding this policy. However it should be noted that they will not be able to discuss or divulge specific details regarding the appeal process or outcome for individuals.

Equivalency Testing must receive this form with the correct fee within 10 days of you being notified of your Examination result

Student details

Name:
Subject:
Address:
Contact Number:
Email Address:

Reason for appeal (Please select one only)

- I believe that an administrative or procedural error has occurred.
- I believe that the grade awarded was inappropriate.
- I wish to report mitigating circumstances which I was unable to divulge at the time of the examination.
(Please attach a covering letter including all relevant facts together with supporting documentation).

Signature: _____

Date: _____

Payment details

METHOD OF PAYMENT — We do not invoice appeal fees. Forms without payment will not be processed

BACS – Total amount of BACS transfer £
to info@equivalencytesting.com

Remittance advice ONLY to be e-mailed

Please enter BACS payment reference number here:

Cheque – payable to Mr R Freestone £

(post dated cheques are not acceptable)