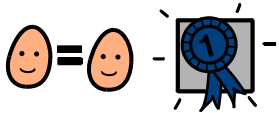





Hammersmith and Fulham Adult Learning and Skills Service

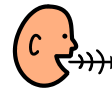
Appeals Policy and Procedure



We want to make sure we are treating everyone fairly.



not happy with your results  ?



You can ask for them to be checked again .

This is called an Appeal.



You must write down your reasons..

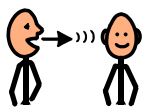


Not sure what to do? You can have someone to help you.



help


This is what you have to do

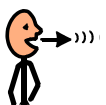


1. Talk to your tutor /assessor. Say why you are unhappy about your results.

Discuss what you think is wrong.




2. If you are still not happy you must  write to the Internal Verifier (IQA).




Say why you are not happy with your tutor/assessor's decision.


Send a copy to the manager of the department.

3.  The Manager and Internal Verifier will look at your




work  to see if they think you have reason to be unhappy about your results.

 They will check with your tutor.


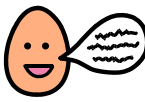
4.  If they agree that your work should be checked again they


will ask another assessor to check your work. 

5.  You will always be told what is happening.

6.    After your work has been checked again you will be told the results.

7.  A record of your challenge will be kept and shown to the
the External Verifier. 

8.   If it is agreed that your results were right you will be told why.

9.  If you are still not happy you will be told to appeal to the Awarding Body and will be given a copy of the Award Bodies Appeals Procedure. In this case the decision of the awarding body is final.

