



APPEALS PROCESS

An application for appeal may be made on the grounds that there was such a procedural defect as defined below as to make it likely that the results of assessment was less favourable to the candidate than his/her performance merited.

The candidate is permitted to claim as such a procedural defect only that:

- The examiners failed to assess all work submissible and properly submitted for examination;
- There was a computational error in arriving at the candidates total marks;
- The method(s) of assessment differed in a significant manner from that (those) set out in the definitive regulation or syllabus of the course;
- The examiners were aware of extenuating circumstances but failed to take proper account of them;
- The examiners were not aware of extenuating circumstances that the applicant was unable to draw to their attention in time for the examiners to consider them.

All appeals must be made through the candidates centre, and within 4 weeks of the publication of the results. To register an appeal the centre must complete the appeals form and send it to the following address with the appropriate fees:

Head of Examinations
NCC Education Limited
The Towers
Towers Business Park
Wilmslow Road
Didsbury
Manchester
M20 2EZ

Fax: 0161 438 6240
Email: Jbentley@nccedu.com

The candidates work will then be submitted to an NCC Education appointed adjudicator. The result of the appeal will be notified to the centre. Should an appeal be successful then the fee will be refunded.

Jayne Bentley
Head of Examinations
13/1/02