



## CIHT End Point Assessment Appeals Procedure

Candidates have the right of appeal if they consider the result of their assessment to have been unjust. Unsuccessful candidates are strongly advised to discuss the feedback on their assessment with their mentor or sponsor before making an appeal.

*An appeal must be received by CIHT within four weeks of the candidate being notified of the assessment result.*

Appellants must set out their grounds for appeal in writing to the Head of Education and Professional Development (HEPD) with any supporting documentation. A fee is payable at the time of the appeal. This fee is refunded if the appeal is upheld. The current appeal fee is £90.

On receipt of an appeal letter, the HEPD will check the appellant's assessment file, seek further information, resolve any queries, and ensure that the appeal is acceptable under the appeals criteria.

Grounds for appeal are where there has been:

- 1) a serious administrative failing on CIHT's part which the appellant believes prejudiced their chances of success;
- 2) unsatisfactory handling of the interview process;
- 3) an unforeseen event at the time of the interview.

*Please note that an appellant disagreeing with the assessors' professional judgement as to whether or not the assessment criteria have been met is **not** grounds for an appeal.*

If the HEPD considers that there are no reasonable grounds for an appeal, the appellant will be informed in writing by the HEPD within four weeks of the appeal letter being received by CIHT with a full explanation of the decision.

If the HEPD decides that there are grounds for an appeal, or if the appellant contests the HEPD's decision that there are no grounds for appeal, an Appeal Panel is convened. This panel is normally chaired by the Chair or Vice Chair of the Education and Professional Development Board, and comprises two CIHT assessors not connected with the appellant's assessment, and at least one panel member who is independent of CIHT. The CIHT panel members will be Engineering Council registrants. The independent representative may hold Engineering Council registration through another professional engineering institution but this is not a requirement. Care is taken in the selection of panel members to avoid any possible conflict of professional interest with the appellant.

All relevant documentation is presented to the Appeal Panel.

The Appeal Panel may decide to interview the appellant. This interview will usually be held remotely. If the appellant chooses to meet the Appeal Panel in person, they will have to meet their own travel and subsistence costs.

The Appeal Panel will

- uphold the original assessment decision, **or**
- invite the appellant to re-sit the assessment at no extra cost, in which case the appeal fee will be refunded, **or**
- overturn the original decision, in which case the appeal fee will be refunded.

Appeals will normally be processed within three months of receipt of the appeal letter. Appellants will be notified of the Appeal Panel's decision by the HEPD within 3 weeks of the panel meeting. The Panel's decision is final and not open to further appeal.

For some apprenticeships it may be possible to complain or appeal to another organization. For more information, refer to the relevant assessment plan.