

UK Health, Safety & Environmental Training Limited

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## Appeals Procedure

Candidates have a right to appeal or request a re-mark, should they be dissatisfied with their assessment or final marks.

In the case of assessment and certification through an awarding body, UKHSE Limited would contact the awarding body on the candidate's behalf, which will trigger the awarding bodies own appeals procedure.

If this is not possible or acceptable, candidates are allowed to contact the awarding body themselves directly, under the terms of the candidate charter of that awarding body.

Copies of all documents pertaining to candidate appeals would be retained by UKHSE Limited for three years.

Should UKHSE Limited wish to appeal to an awarding body on behalf of a candidate, UKHSE Limited would contact the examination services of the awarding body, following the procedures of the particular awarding body.

UKHSE Ltd and any candidates would be aware that the outcome of any remarking could result in a lower mark being awarded.

The awarding body would communicate with UKHSE Limited with regard to the outcome of the appeal, UKHSE Limited would communicate the outcome to the candidate.

If UKHSE Limited and/or the candidate is/are not satisfied with the decision taken, a further appeal may be submitted dependant of the procedures of the awarding body.

In the case of the assessment, final marks and certification being awarded through UKHSE Limited procedures and process, an appeal must be submitted to the Senior Consultant of UKHSE Limited within 14 days.

The Senior Consultant of UKHSE Limited will consider the appeal, and respond in writing to the candidate within 28 days.

If the candidate is not satisfied with this decision, the appeal must be re-submitted within an additional 14 days to the Managing Director of UKHSE Limited.

The decision made by the Managing Director of UKHSE Limited following the re-submission is final and no further correspondence will be entered into.

January 2020