



# CIHT Appeals Procedure

## Document Control

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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 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 published on the CIHT website ([www.ciht.org.uk](http://www.ciht.org.uk)).

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 assessment process;
- 3) an unforeseen event at the time of the interview.

If it is considered 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.

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

If the HEPD decides that there are grounds for an appeal, an Appeal Panel is convened. This panel comprises the Chair or Vice Chair of the Education and Professional Development Board and two senior reviewers not connected with the appellant's assessment. All members of the Panel will be Engineering Council registrants. 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, who will have to meet their own travel and subsistence costs if the meeting is held in person rather than remotely.

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

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. The Panel's decision is final stage of the CIHT appeals process. For some apprenticeships it may be possible to complain or appeal to another organisation, for more information refer to the relevant apprenticeship assessment plan.