



TPP GUIDANCE NOTES FOR CANDIDATES

Appendix 3:

Appeals Procedure

Appeals Procedure

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

An appeal must be received within three weeks of the candidate being notified of the result.

The candidate should set out their grounds for appeal in writing to CIHT's Director of Education & Membership (DEM). A fee is payable at the time of appeal. This fee is refundable if the appeal is upheld. Details of the current fee can be found on the TPP website (www.tpprofessional.org)

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

Grounds for appeal are where there has been:

- a serious administrative failing which the candidate believes prejudiced their chances of success.
- a failure to adhere to the assessment process
- an unforeseen event at the time of the interview.

If an appeal does not fall under one of these three categories, it will not be accepted and the reasons will be explained in a letter to the appellant.

An appellant disagreeing with the assessment decision as to whether or not knowledge and/or competence has been demonstrated is **not** a ground for appeal.

If it is found that there are grounds for appeal, all relevant documentation will be presented to the next scheduled meeting of the TPP Professional Standards Committee.

The TPP Professional Standards Committee may decide to convene a panel of its members to interview the appellant, who will have to meet their own associated travel and subsistence costs.

The TPP Professional Standards Committee will make one of the following decisions:

- To uphold the original assessment recommendation; or
- To invite the candidate to re-sit at no cost, in which case the appeal fee will be refunded; or
- To reverse the original decision, in which case the appeal fee will be refunded together with any reasonable interview costs incurred where applicable.

All appeals will be processed as quickly as is practicable, normally within three months of receipt of the appeal letter. Appellants will be notified of the TPP Professional Standards Committee's decision by the CIHT Director of Education & Membership. The decision of the Professional Standards Committee is final.