



SQA Approved Centre
Scottish Qualifications Authority

Appeals Procedure for Core International Education

Issued by the Exam and Quality Assurance Team, December, 2021

INTERNAL ASSESSMENT APPEALS PROCEDURE

Internal assessment appeals procedure:

In the event that a student is disappointed with an inner evaluation result she/he has the privilege to appeal. There are three phases in the interests system and each stage must be finished before proceeding to the next one. All students may demand extra help for assistance with their appeals to address any seen obstructions in accordance with the 'Single Equality'.

Stage 1:

In the event that students are not happy with the assessor's decision and feedback, they reserve the authority to directly appeal to the assessor who completed the assessment. This appeal must be recorded as a hard copy and show:

The points of contradiction and reasons.

- The proof in the portfolio which the student trusts meets the prerequisites of the performance criteria.
- The appeal must be submitted inside **five working days** of receipt of the evaluation result.
- The appeal reaction must be given inside 5 working days of receipt of the appeal.

The fundamental purposes behind an appeal are probably going to be:

- The student does not comprehend why she/he isn't yet capable, because of absence of, or unclear, feedback from the assessor.
- The student trusts she/he is skilled and that the assessor has misconstrued them or missed/confused some essential proof.

Stage 2:

Students who are not happy with the result of their Stage 1 bid can additionally appeal the Internal Verifier for the course inside 3 working days. This appeal must be in writing, yet need not rehash the details given at Stage 1 as all the documentation utilized at Stage 1 will be passed on to the Internal Verifier. The Internal Verifier will report back to the understudy in **three working days**.

Stage 3:

Prior to continuing to Stage 3, the students probably have exhausted with the necessities of Stage 1 and 2.

- Students who are not happy with the results of Stage 2 of the Appeals Procedure may then continue to Stage 3 by engaging recorded as a hard copy to the Examination Controller inside **three days** of receipt of the result of stage 2.
- The Examination Controller will look at the discoveries and consider a gathering to answer to the student, assessor and internal verifier.

Candidates undertaking SQA Advanced Certificates/Diplomas have no further right of

appeal against internal assessment decisions. The final decision rests with CIE. SQA will not accept internal assessment appeals.