

COMPETENCE QUALIFICATION APPEALS PROCEDURE

Candidate name	
Centre name and address Abingdon and Witney College Wootton Road ABINGDON, OX14 1GG Tel 01235 555585	
Assessment centre number 62401	
Assessor name: Gemma Burgess Email: Gemma.Burgess@abingdon-witney.ac.uk	
Quality Lead: Gemma Burgess	
Awarding Body:	
<p><u>Appeals procedure</u></p> <p>If I disagree with any part of the assessment process I have the right to appeal.</p> <p>If the problem cannot be resolved by talking to my assessor, I can contact my Internal Verifier on the email or address on this form. They have 10 working days in which to review the details and get back to me.</p> <p>If the Internal Verifier cannot resolve the problem to my satisfaction, I can appeal in writing to the Quality Lead at the address above. The Quality Lead will respond to my appeal within 10 working days of receipt of the appeal.</p> <p>If necessary the Quality Lead will refer the appeal to the External Verifier at the Awarding Body.</p> <p>The Awarding Body decision is final.</p>	
Please sign this form with your assessor as evidence that the appeals process has been explained to you	
Candidate signature	Date
Assessor signature	Date