



Appeals Procedure

If you are a student or an employer and are dissatisfied with coursework assessment, you have the right to take action and appeal.

There are a number of stages to the appeals procedure. Each stage should be taken before moving on to the next level unless it is very serious. In this case, a written complaint can be made at any level.

Stage 1

If you are able to do so, you should raise your appeal directly with the person concerned to try to find out an informal solution.

The assessor should inform the skillscentre:mk of the query.

Stage 2

If this is not possible, or you are not satisfied with the outcome, you should contact skillscentre:mk and speak to the Manager who will ensure that the matter is investigated informally. (Tel: Milton Keynes 01908 398111)

The problem will be investigated and advice sought from the awarding body (external verifier) if required.

Stage 3

If you are still not satisfied, you may raise the matter formally in writing with the skillscentre:mk Manager. You may ask for help in writing your letter.

The internal verifier will investigate the problem and seek advice from the awarding body if required.

If the skillscentre:mk appeals against the decision (made by the awarding body) their appeals procedure will then need to be followed.

All written complaints at all stages will be acknowledged within 7 days and with a full response within 21 days.