

INTEQUAL

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## Appeals

## Appeals process (Requesting a Review)

Intequal has an obligation to advise you about the procedure and grounds on which you can make an appeal, and to allow all relevant appeals to be inspected by its delivery team and by an external verifier of the awarding body organisation used where appropriate.

If you are unhappy with any aspect of your assessment, you should initially discuss this with your Pathway Planner.

## Grounds to appeal

You may appeal against only one or more of the grounds listed below:

- That there were demonstrable errors in the conduct or preparation of the assessment process which are likely to have made a real difference to the outcome.
- That there have been errors in the marking or in the consequence decisions of the assessment board.

## Functional Skills request a review

All appeals in relation to functional skills we aim to resolve internally. Appeals can only be made against the results of the formal presentation section of the literacy assessment. To raise this request please follow the instructions below.

## End Point Assessments

Appeals in relation to end point assessments (EPA) your Pathway Planner will put forward to the relevant end point assessment organisation (EPAO) for remarking, also known as requesting a review. The EPAO's charge a fee for a review, please expect a slight delay when requesting a review, and be aware that grades can be lowered on appeal.

Appeals procedures from the (EPAO)'s can be found on Learning Assistant.

## What happens next

Based upon a review being completed, your grading will be changed if the reviewer believes the initial grade given was incorrect. The new grading may be higher or lower than the original grade. Alternatively, if the reviewer thinks the mark provided was correct, the mark will remain the same.

## Deadlines

Please check with Intequal and the awarding body in question to find out the deadline for requesting a review, deadlines may vary depending on the result in question.

## How to make an Appeal

If you wish to make an appeal, please complete the [appeals report form](#) and if you have additional questions/queries send an email to [enquiries@intequal.co.uk](mailto:enquiries@intequal.co.uk). Appeals are answered in 7 working days.

## Data Protection Act 1998 and General Data Protection Policy 2018

The Company has a duty to protect the personal data it processes. To comply with this legislation, information **must** be collected and used fairly, stored safely and not disclosed to any person unlawfully as outlined in our Data Protection Policy, a copy of which can be obtained from the Data Protection Officer. Use of personal data contained within this form will only be used for its intended purpose and in accordance with General Data Protection Regulation 2018.