**NCC Education SAMPLE Centre Appeals Policy  
AQ\_35-a02  
  
Note to Centres: Please complete the below template in full and insert completed policy onto company letterhead before submitting to NCC Education.**

**Introduction**

Reviews of Results and Appeals allow candidates the opportunity to ensure that the marking and moderation processes carried out by **[CENTRE NAME]** and NCC Education for a particular assessment were followed correctly. Review of Results and Appeals allow candidates to ensure that the result issued to them is fully justified including any scaling and/or special consideration decisions, and/or Academic Misconduct penalties.

**Scope and ground for appeals**

**[CENTRE NAME]**’sReview of Results and Appeals Policy relates to marking and moderation procedures and their application only, and not matters of academic judgement.

Appropriate grounds for appeal include the belief that documented processes have not been followed correctly, an error occurred during the calculation of marks, and/or that a special consideration or academic misconduct penalty has been incorrectly applied.

Where a Review of Results or Appeal reveals that the original result awarded to a candidate is higher than justified by their work, the grade awarded may be lowered. Where a Review of Results or Appeal raises doubt over the marks awarded to any number of further candidates, this will be investigated fully in order to ensure that the marks issued to all candidates are correct.

**Process**

***Here the Centre should summarise their own process for students to follow when requesting a Review or Results or appeal, including where to find the form and which person/job role at the Centre the form should be submitted***

**Further Information**

For further information, please consult NCC Education’s Review of Results and Appeals Policy (which can be found at <http://www.nccedu.com/policies--advice/policies-and-procedures>) or contact **[PERSON/JOB ROLE]** at **[CENTRE NAME]**