FOR OFF	ICIAL US	SE ONLY
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Received by:	Approved by:		
Signature:	Signature:		
Date:	Date:		
If an appeal has been granted, which o	option did you apply?		
	Re-check 🛛 Review 🛛		
Appeal upheld: Yes 🗆 No 🗆			
Reason for decision			
Authorised by:			
Signature:	Date:		
Appellant notified by:			
Signature:	Date:		

See MSLETB Learner Guide to Assessment for general information on assessment



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# **Appealing** your Assessment Result

How to appeal an assessment result on a MSLETB training programme







## What should I do if I am not happy with the result of an assessment during the programme?

You should talk to your instructor or trainer about your result. They will explain how your work was marked.

### What should I do if I am still not happy after talking to my instructor or trainer?

If you are not happy with the final result of your assessment, you can appeal it. To appeal means to ask for a change in, or more information about, the result.

#### Why would I appeal an assessment result?

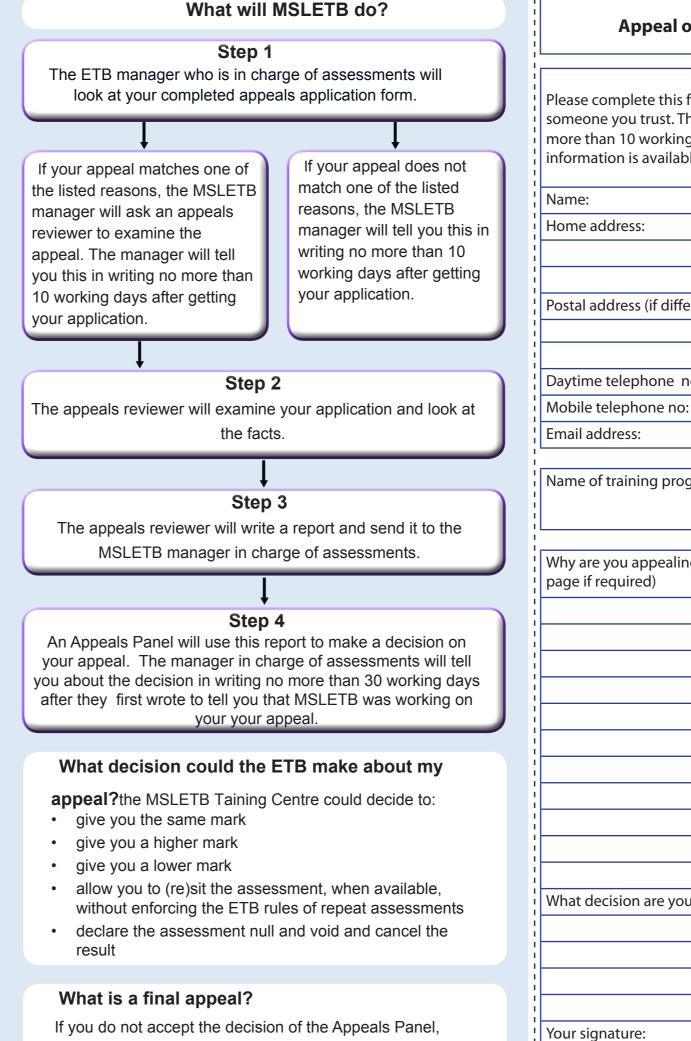
You can ask for an appeal of your assessment result on an MSLETB training programme if you think:

- 1. the person marking your assessment ("the assessor") did not record your results properly
- 2. the assessor marked your assessment unfairly or incorrectly
- 3. personal (for example, a family emergency) or health problems affected you during the assessment
- 4. the assessment was run unfairly or incorrectly, and this might have affected your result
- 5. there was a disruption during the assessment

#### How can I appeal an assessment result?

If you want to appeal your assessment result, you must:

- fill in the application form on this leaflet
- send the completed form to the MSLETB manager who looks after assessments no more than 10 working days from the date your assessment results were issued



you can appeal to the relevant awarding body.

#### Application Form Appeal of assessment result on an MSLETB training programme

Please complete this form in BLOCK letters. If you need some help, ask someone you trust. The relevant ETB manager must get this form no more than 10 working days after your results are issued. Appeals information is available at all ETB Centres or on the ETB website.

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