



LEARNER APPEALS PROCEDURE

ECDL in IT Application Skills

When can I appeal?

If you disagree with the results of your assessment

If you believe that we did not apply procedures consistently or that procedures were not followed properly and fairly in relation to the assessment decision

If you disagree with our decision on the allocation of reasonable adjustments or special consideration

If you disagree with the action taken against you following an investigation into malpractice

You must submit notice of an appeal within 20 working days of your assessment.

Process

In the first instance you must go through your Centre's Appeals Process before bringing the matter to BCS. All Centres are required to have their own appeals policies which you are entitled to request if you wish to make an appeal. In the event that you are still not satisfied with the response by the Centre then you can raise the appeal with BCS. You will be required to provide written evidence of the appeal you have submitted to the Centre.

When submitting an appeal please provide relevant supporting information such as the following where relevant:

The appeal is considered by the Quality Assurance Team who acknowledge receipt of the appeal and will decide if there is a case for appeal

The appeal must be sent to qualityassuranceteam@bcs.uk.

Learner Appeals Application

ECDL in IT Application Skills

Name	
BCS Registration number	
Year group/Tutor group	
Date result received	
Title and number of BCS qualification affected or nature of service affected	
Full nature of appeal	
Contents/outcome of any communications relating to the appeal carried out by the Centre Date/Name original appeal made by.	