

Review of Marking

A candidate may request a Review of Marking to ensure the right mark has been awarded to the right candidate.

If you wish to request a Review of Marking on the written examination, you must complete a request for a Review of Marking Form and send it to CIPA within 15 working days of the receipt of your assessment result from CIPA. For the avoidance of doubt, the day you receive your examination result(s) is day one. The payment and Review of Marking Form must be received by CIPA by 5pm on day 15, otherwise it will not be processed. The request must be accompanied by the appropriate fee of:

£355 for the APPC Assessment for each individual unit.

The outcome of the Review of Marking will normally be reported to you within 15 working days of the receipt of your request.

If, as a result of this Review, your fail grade is deemed to have passed a full refund of the fees charged for this service will be made, and a new results letter and certificate will be issued.

Appeal

If a candidate remains dissatisfied following the Review of Marking, they may request an investigation by an independent person (appeal).

If you wish to request an appeal you must complete a request for an appeal form (available on request from CIPA) within 5 working days of the receipt of the outcome of the Review of Marking. The payment and appeal form must be received by CIPA by 5pm on day 5, otherwise it will not be processed.

Each request must be accompanied by the appropriate fee of £500.

CIPA will commission an expert independent of CIPA and the candidate, who will be selected by CIPA. This review will judge whether all stages of the marking process and the Enquiry about Results process have been followed correctly. It will not involve a further review of your work. The result of the independent person's investigation will normally be sent to you within 15 working days of your request.

An Appeal is the last stage of this Enquiries about Results process and any decision made at this stage is final.

If, as a result of this appeal, your fail grade is deemed to be a pass, a full refund of the fees charged for this service will be made, and a new result letter and certificate will be issued.