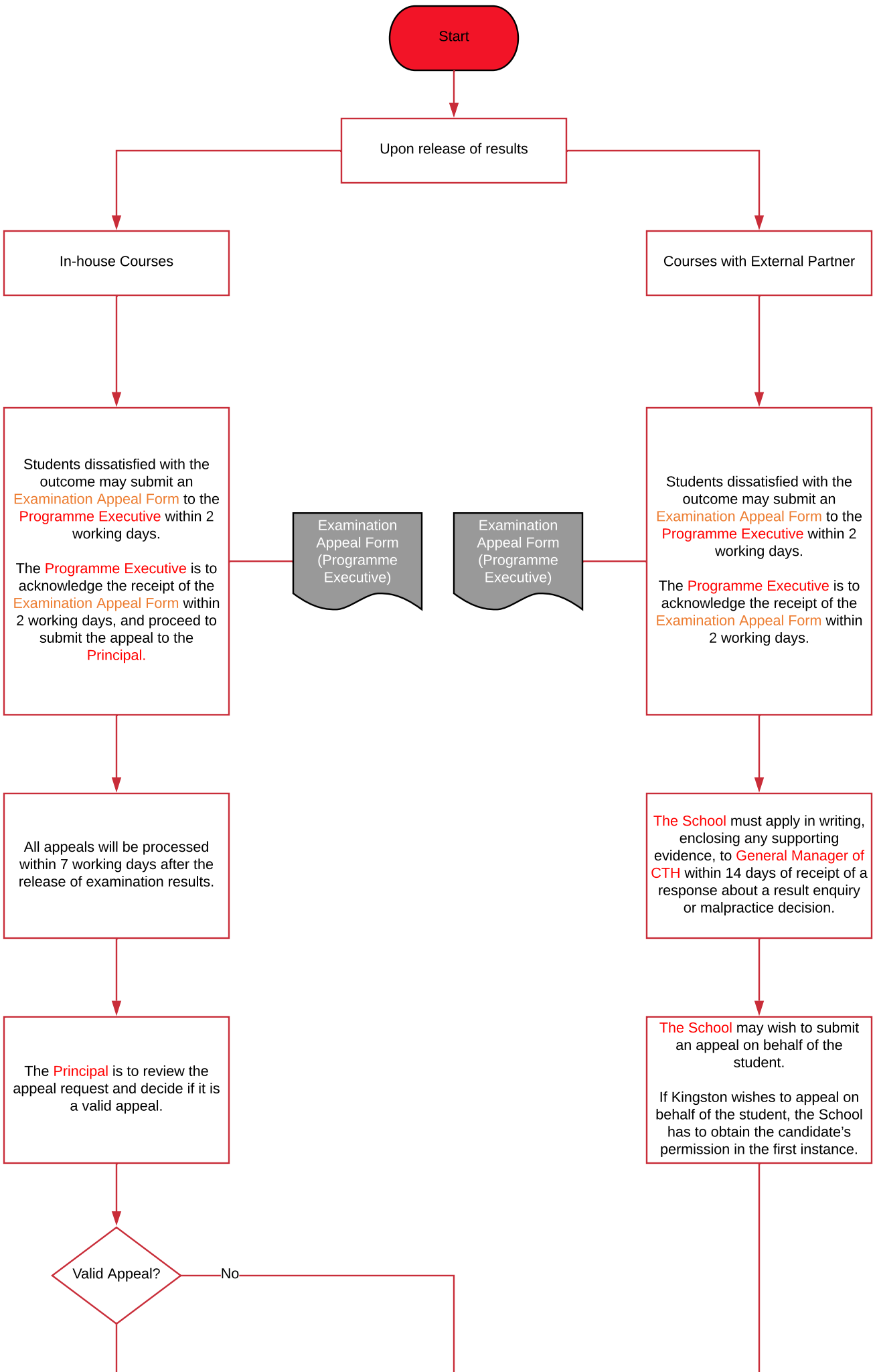


C5.5.1 Making an Appeal



Yes

A different marker will be designated to re-mark the paper. Comments in relation to the re-mark must be stated in the **Examination Appeal Form**, which would be circulated to all **Examination Board Members** for their review and approval.

All decisions made by the **Examination Board** are final. The **Programme Executive** will inform the student of the final decision within one month from the date of the appeal.

The appeals letter must contain the following information:

- The student's name, email address, postal address and details of where the student studies.
- Kingston International School number.
- The student's CTH candidate registration number.
 - The student's CTH unit examination or assignment and the date of the examination or assignment due date that the appeal relates to.
- The stage/decision that is being appealed against, (Stage 1, Chair of the Exam Board, Stage 2 Academic Council, Stage 3 Independent Adjudicator).
- The grounds for the appeal, refer to definition of appeal above.
- A date for a resit if the student has provisionally arranged a resit should the appeal not be upheld.
 - Supporting evidence.
 - Requested Outcome.

The School must obtain a copy of the appeals letter and supporting evidence for their records and send the letter and evidence to CTH by post, fax or email, (attachment) to the **General Manager of CTH**.

This will start the appeal process.

Should there be changes required, the Programme Executive will make the necessary amendments to the results slip based on the appeal result.

CTH Appeal Procedure Summary (Programme Executive)

The General Manager of CTH will acknowledge receipt of the appeal within 5 working days and then instigate Stage 1 of the appeals process by sending the appeal and supporting documentation to the Chair of the Exam Board.

Refer to the CTH Appeal Procedure Summary diagram.

End