



APPEALS PROCEDURES

Expression of Interest

The Register of Chartered Environmental Cleaning Professionals (“The Register”) has clear guidelines with respect to qualifications for entry which are outlined prior to the payment of fees for the initial Expression of Interest. The fee charged is a contributory cost towards administration which is necessarily undertaken and is not refundable in any circumstances.

Appeals following a refusal to accept an applicant following an expression of interest may be made only on the following grounds:

- (1) material mistake of fact by [panel]; or
- (2) material procedural error.

Appeals following a refusal to accept an applicant following an expression of interest must be made by written representation to clerk@wc-ec.com not later than seven working days following receipt of a decision by the select committee or nominated representative of same.

An outcome will be determined by representatives of the select committee and communicated to the applicant not later than fifteen working days following receipt of submission. The decision of the select committee will typically fall under three headings:

- Appeal upheld and admission granted
- Appeal dismissed
- Request for further information

No further appeal is permitted and the Registrant will not engage in further correspondence.

Applicants may reapply after a six-month period has elapsed from original submission.

There is no further appeal for the Expression of Interest.

Submission Appeals Procedure

Examination and Module Marking Results

Please read the information below before you consider making an appeal or querying any result.

Clerical checks

If you want confirmation that a mark has been correctly recorded or calculated, please ask the Clerk (clerk@wc-ec.com) to undertake a clerical check, clearly stating the assessment element to which you are referring.

Making an Appeal

You must submit your appeal in writing using the header 'Appeal Against Result' to the Clerk clerk@wc-ec.com within 15 working days of the date of the letter/email notifying you of your result.

Please note that appeals which do not follow this procedure will not be accepted.

Deadlines for appeals

- Appeals submitted after the relevant deadline will be accepted only if you provide compelling evidence to explain why you could not appeal earlier e.g., you were in hospital or you were travelling overseas in a country with poor internet access.



Grounds for an Appeal

Appeals following an unsuccessful application to be granted the Chartered Environmental Cleaning Practitioner award may be made only on the following grounds:

- (1) material mistake of fact;
- (2) a marking or moderation error; or
- (3) material procedural error.

All appeals must include supporting evidence.

Appeals against 'academic judgement'.

Appeals will NOT be accepted under any circumstances against the 'academic judgement' of assessors i.e., because you disagree with a mark or because you have been awarded a lower mark than you hoped to achieve. The Register has procedures for internal double marking of all submissions and further scrutiny by an appointed third assessor.

All details of Marking Criteria are outlined in the Document 'Marking Criteria'.

If you would like to check that a mark was recorded correctly please see the information regarding clerical checks.

Necessary documents

To make an appeal, you should submit:

- Register an appeal e-mail to the Clerk clerk@wc-ec.com
- Evidence of the alleged irregularity or administrative error and / or
- Evidence of mitigating circumstances. You must also be able to explain if the mitigating circumstances claim was not submitted earlier and/or
- Evidence of prejudice or bias

Outcome

Appeals will be assessed by the appeals panel from the Select Committee and the outcome, which is final, will be communicated to you within one calendar month of receipt of Appeal.