

<b>Appeals Procedure</b>	HRC/P-13a Revision: 1 Effective Date: 01/02/2017
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NEBOSH supports the right of learners to appeal against the outcome of decisions, penalties and sanctions made by them. This document, and those mentioned below, outline NEBOSH’s procedures in place to ensure that appeals are dealt with thoroughly and fairly.

There are two stages to an appeals process:

- **Stage 1** – a review of the case by NEBOSH;
- **Stage 2** – consideration of the case by independent reviewer(s).

The Appeals Policy applies to the following;

- [Enquiries about Results \(EARs\) Policy and Procedure \(Q019\)](#)
- [Access arrangements and reasonable adjustments \(Q027\)](#)
- [Special considerations \(Q026\)](#)
- [Policy and Procedures for Suspected Malpractice in Examinations and Assessments \(C018\)](#)
- [Enrolment Policy for NEBOSH Diploma Level Qualification \(CX028\)](#)
- [Unit validity extension Certificate \(CX023\)](#)

Please note: before taking your case to a Regulator, you must first go through the full NEBOSH Appeals process.

**Grounds for an appeal**

If a learner or Learning Partner is dissatisfied with a decision made by NEBOSH, they may request an appeal. When making an appeal, the learner or Learning Partner should establish the grounds for the appeal. These may include:

- a reasonable belief that the case was not dealt with in accordance with the policy and procedures;
- a reasonable belief that the evidence has been misinterpreted;

<p><b>AUTHORIZATION</b>  <i>Sandy Lu</i>  <hr style="width: 80%; margin-left: 0;"/>                 Sandy Lu                  Managing Director</p>	<p><b>REVIEW DATE</b>                  01/01/2024</p>
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- further evidence coming to light that changes the basis of the decision;
- a reasonable belief that the outcome is not in line with the guidelines or procedure.

**Please note:** an appeal may be rejected if the Appellant is unable to provide supporting evidence for their grounds for appeal. This only relates to Stage 1 – for Stage 2, see 2.2 below.

**Please note:** learners cannot appeal in cases where results have been affected due to breaches by Learning Partners and/or their staff (eg where invigilation of an invigilated examination has not taken place, which means there has been a breach of examination conditions which affects all learners).

**Application for an appeal**

A Stage 1 Appeal must be made within 10-working days of the date of issue shown on the decision notification letter.

A Stage 2 Appeal must be made within 10-working days of the date of issue shown on the Stage 1 Appeal outcome letter. A Stage 1 Appeal must be applied for and completed before a Stage 2 Appeal.

For detailed appeal policy and procedures, please visit NEBOSH website:

**NEBOSH Appeals policy and procedures**

<https://www.nebosh.org.uk/documents/nebosh-appeals-policy-and-procedure/q020-appeals-policy-and-procedure-v4a.pdf>

**NEBOSH Appeals Form**

<https://www.nebosh.org.uk/documents/nebosh-appeals-form/q020a-appeals-form-v2.docx>

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