

## MRSE Appeals Policy

Applicants who are informed that they have not demonstrated the relevant knowledge and experience to gain the IPEM MRSE Certificate of Competence have the right of appeal within one month of being notified by IPEM of the outcome of their application. This process is free of charge.

If an applicant wishes to appeal, they need to ensure that they have grounds for appeal in enough sub-categories to change the outcome of the application. They will then need to prepare a written statement setting out the grounds for appeal.

There are only two grounds for appeal:

- The application was not assessed in accordance with the relevant guidance and/or
- The determination was wrong, in that insufficient weight was given to, or incorrect conclusions were made from, the candidate's application, or insufficient or inaccurate initial feedback was provided

There is no word limit for an appeal statement. Any new evidence submitted at the appeal stage will not be taken into account. The appeal panel will only take into account evidence available to the original assessors.

A decision on an appeal will be made within 3 months.

The appeal will be considered by an appeals panel which will consist of all IPEM MRSE assessors except the original 2 assessors and any other assessors who declare a conflict of interest.

For each appealed sub-category the appeal panel will review and assess the following:

- Whether the original submission met the sub-category requirements
- Whether the initial feedback from the assessors to the candidate was insufficient or inaccurate and, if so, this was likely to contribute to the additional evidence provided by the candidate being insufficient to meet the sub-category requirements
- Whether the additional evidence submitted following the feedback met the sub-category requirements

The appeal panel will not uphold an appeal on insufficient feedback on a resubmitted application as this would not have a material effect on the outcome of the application.

There are 3 possible outcomes for each appealed sub-category:

**Upheld** – the appeals panel determined that the appellant has demonstrated that the outcome of a particular sub-category should be changed from fail to pass.

**Insufficient feedback** – the appeals panel determined that the appellant was given insufficient or inaccurate feedback on their original application.

**Rejected** – the appeals panel determined that feedback was sufficient and that the assessors determination of fail was appropriate.

Overall:

1. If there are sufficient sub-categories upheld to change the overall portfolio results from fail to pass then the overall appeal will be upheld and the appellant will be awarded the IPEM MRSE certificate of competence.
2. If this is not the case but there are sufficient sub-categories of pass and insufficient feedback to potentially change the overall portfolio's outcome, then the appellant will be invited to resubmit free of charge in those sub-categories where insufficient feedback was determined, within 1 month of receiving the appeal's

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outcome. The appeals panel will give appropriate guidance in those sub-categories. The resubmitted evidence will be assessed by the entire assessment panel whose decision will be final and no appeal will be allowed.

3. Where both (1) and (2) are not fulfilled then the overall appeal will be rejected.