COAPE™

WORLDWIDE EXCELLENCE IN ANIMAL BEHAVIOUR EDUCATION

APPEALING AGAINST YOUR GRADES

Where a student disagrees with the grade awarded and they have not been permitted to re-submit the unit, the student may appeal via the Registrar at wendyw@coape.org to the Moderator within fourteen working days of notification of the grade.

Appeals are only permitted where the candidate can produce evidence that:

- There has been an omission or material irregularity in the content of the unit, such that the result might have been affected.
- There were circumstances affecting the candidate's performance of which the marker was not aware.
- The marker was unreasonably prejudiced or biased.

COAPE International will acknowledge all appeals within three working days of receipt of the appeal.

Following receipt of an appeal, this will be passed to the Moderator for full consideration.

The case will be investigated, and this may require additional/relevant information to be gathered from the student, the Marker and/or other staff, as appropriate.

Once all relevant information is available, the Moderator will review the appeal, prepare a summary and make a recommendation.

The appellant will be offered the opportunity to submit a clear and concise written statement of their case to the Moderator at least 5 working days in advance of the review.

The decision of the Moderator shall be final.

