

**Document no:** 06-04  
**Version no:** 2020  
**Revised by:** Judith Ward  
**Authorised by:** Education and Professional Development Committee, January 2020

1. Appeals will not be allowed for Module A (fundamentals of railway control engineering).
2. Appeals for any other Modules (not Module A) must be made by the candidate in writing and sent by email to [exam@irse.org](mailto:exam@irse.org) or by post to the IRSE's London office and must be received by 15 April of the year immediately following that in which the candidate sat their examination. Appeals submitted by anyone who is not a candidate will not be accepted.
3. Note that all examination candidates who have achieved a Near Miss ('N') grade are given brief performance feedback on the questions answered.
4. Applicants must:
  - a. State that they are making an appeal;
  - b. Provide their examination ID and state which module(s) they are appealing against;
  - c. Give acceptable appropriate grounds for their appeal, which must include as a minimum a written commentary of the applicant's interpretation of their answers to the questions that were answered for the appropriate module(s).
5. On receipt of the appeal, the IRSE Head of Membership and Registration shall acknowledge receipt by email to the applicant. A check of examination administration arrangements relating to the applicant shall be carried out at this point in the process.
6. The Head of Membership and Registration will advise the Examination Committee (EC) Chair of the appeal and the Module number(s) to which the appeal applies. **Note: The Candidate's identity shall remain unknown to the Examination Committee at all stages of the appeals process.**
7. The EC Chair, in discussion with the examiners, will first consider whether the grounds for appeal are acceptable. Appeals will only be considered if, in the opinion of the Examination Committee, the original paper is assessed as being of a sufficiently good quality to warrant a further detailed review. This is likely to be only when the original result is at the upper end of the 'N' grade. The Examination Committee's decision to refuse to consider an appeal is final.
8. If the application for appeal is unsuccessful, the Head of Membership and Registration will email the applicant to inform them of the decision.
9. If the EC Chair, following consultation, considers that the grounds for appeal are valid, they will recommend that two members (Appeal Assessors) of the Examination Committee re-assess the applicant's paper(s). The Appeal Assessors will be independent of the original markers of the applicant's papers.
10. The EC Chair will inform the Head of Membership and Registration who the appointed Appeal Assessors are for the appeal.
11. The Head of Membership and Registration will then send copies of the candidate's answer sheets to the Appeal Assessors for re-marking.

12. The Appeal Assessors will refer their findings to the next Examination Committee meeting for consideration, provided this is within 4 weeks. Alternatively, for expediency, it is permitted to review and conclude the findings by correspondence.
13. Following consideration of the Appeal Assessors' report, the Examination Committee will reach a decision as to whether the appeal should be upheld, or the original decision stand.
14. Following the decision of the Examination Committee, the Head of Membership and Registration will write to the candidate to inform them of the decision. The Head of Membership and Registration will also arrange for any necessary amendments to the candidate's record to be made and issue any updated certification, if appropriate.
15. The EC Chair shall keep Council and Education & Professional Development Committee apprised of successful and unsuccessful appeals, to enable Council to monitor the performance of the Examination Committee.
16. The Head of Membership and Registration will maintain a register of all successful and unsuccessful appeals received for audit purposes.

<b>Summary for Appeals Applicants</b>	
<b>(No appeals for Module A)</b>	
Appeals to be submitted by:	15 <sup>th</sup> April of year following your examination by the candidate only
Appeals to be submitted to:	<a href="mailto:exam@irse.org">exam@irse.org</a> OR Head of Membership and Registration, IRSE, 4 <sup>th</sup> Floor, 1 Birdcage Walk, London SW1H 9JJ
Minimum information required:	<ul style="list-style-type: none"> <li>• A statement that you are making an appeal.</li> <li>• Your Exam ID.</li> <li>• Which Module(s) you are appealing against.</li> <li>• Grounds for your appeal, including written commentary of your interpretation of your answers to the questions.</li> </ul>

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