

GAI Appeals Process

All students have a right to appeal for any GAI coursework or examination results.

Any appeal should be made in writing no later than 28 days after the deadline date or in the case of an examination, the ruling will be applied to the dates when results were released.

All appeals should set out the grounds of appeal stating whether the appeal is in respect of the whole or in respect of any specified part of coursework or examination with reasons for the appeal.

The right of appeal must be presented to GAI Training and Development Manager by the student only and the appeal will not be considered if submitted any later than the deadline date.

The GAI Examination Committee chaired by Michael Spoons will review the appeal within 15 working days of receipt of the appeal.

A report will be presented to the GAI Training Manager by the examining panel.
The GAI Training Manager will reply to the request for appeal.

Appeals should not be submitted until examinations results have been released. No further appeals can be made, the final decision is taken by GAI Examination Committee.

If there was a problem whilst taking an examination, then a complaint should be raised with the GAI Training and Development Manager.

Reviewed: 300923RT/MS