



### Appeals Procedure – Written Examinations

- (a) Any candidate who wishes to appeal against their result in the written examination must register their appeal in writing to the FSEB **within 28 days** from the date on their result letter.
- (b) Appeals should be addressed to the Secretary of the FSEB and must state the grounds for the appeal. Candidates are required to give reasoned arguments and not rely upon their expectations of passing the examination.
- (c) The FSEB will acknowledge the candidate's appeal.
- (d) An independent examiner will be asked to re-mark the requisite script(s) and submit a report for consideration by the appeals panel.
- (e) The appeals panel will consist of the Secretary of the FSEB, the Lead Assessor and the General Assessor for Scotland. **The decision of the appeals panel is final.**
- (f) The appeal may be upheld or denied and the Secretary will write and inform the candidate of the result. The Chief Officer of the candidate's brigade will also be advised of the result.
- (g) Where an appeal is upheld and the outcome is that the candidate has now 'passed' the examination, that candidate will receive special dispensation to enter the next level of examination if the closing date for entries has now passed.
- (h) The FSEB will not enter into any further correspondence once the decision of the appeal has been notified.