



Appeals Guide for applicants

Please note that the responsibility for the application and relevant evidence sits with the applicant, not the College.

Grounds for appeal

You can only make an appeal if you believe that there were procedural or administrative irregularities, or mistakes in the conduct of the examination or assessment, which cause reasonable doubt about whether the examiners or assessor would have reached the same conclusions had the irregularities not occurred.

An appeal cannot be made against examiner judgment.

Appeals must be made within 28 days of the results date of the examination and should include supporting documentary evidence.

How to appeal

To submit an appeal, go to the [My College](#) area and click on the Appeal tab. You will be required to submit any supporting evidence.

Suggested documents

Below is a list of documents that we suggest you provide to enable the Appeals Panel to make a decision on your appeal. Document 1 is essential; all others are optional but can be very helpful in proving your case.

All files must be labelled and dated appropriately, be up to date and relevant to your time on the scheme. They need to fully support your statement claims.

1. Your statement / letter to the panel which should include where relevant information on any extenuating circumstances and why they were not flagged before;
2. Employer / Supervisor statement/s on headed, dated, and signed paper;
3. Medical evidence (if applicable);
4. Other types of evidence (i.e., therapy consultations, police report etc) (if applicable);
5. Please seek advice from education.help@college-optometrists.org before including any photographic evidence.

Your supporting evidence will be anonymised for the panel to review.

Fee

The administrative fee for each appeal is £115. An appeal submitted against the decisions in two sections/stations or more, constitute separate appeals, and will incur additional charges.

The Appeals Panel fee is non-refundable. You will be invoiced only after we confirm that your application meets all the requirements and will be seen by the Panel.

Outcome

Your outcome will be sent to you via email within 5 working days after the panel meeting.

What happens next?

Please contact education.help@college-optometrists.org if you have any questions.