

HKIQEP Professional Assessment (Part I) – Guidance for Appeal

An Appeal Panel appointed by the HKIQEP General Council handles matters brought forward by candidates who are dissatisfied with their assessment results and wish to lodge an appeal. This document outlines the requirements and process for lodging the appeal.

Grounds for Appeal

An appeal will only be considered on one or more of the following grounds:

1. There has been procedural or administrative error(s) during the course of the application or the assessment process which has affected the ability of the Qualification Panel to make a reasonable judgement.
2. There were errors in the marking of the candidate's answer sheet.
3. There were extenuating circumstances that occurred during the assessment that the Qualification Panel was not aware of.
4. There has been unfairness or indifferent treatment during the assessment.

Disagreement with the result or passing criteria does not constitute grounds for appeal.

Appeal Procedure

Appeals may be lodged within one (1) month from the date of the Professional Assessment (Part I) results notification letter. HKIQEP will not consider appeals received after the prescribed deadline.

To initiate the appeal process, the Appellant must email the following to the HKIQEP Qualification Panel (qualification@hkiqep.org) before the appeal deadline.

- ♦ Appeal request clearly stating the grounds of appeal
- ♦ Supporting documentation that will provide additional information for the Appeal Panel
- ♦ Payment record of the appeal fee – write the Appellant's name and Candidate number clearly to avoid delays

The fee for processing an appeal is HK \$900. This fee will be refunded if the appeal is successful. Payment should be made to:

Bank: HSBC
Account Name: Hong Kong Institute of Qualified Environmental Professionals
Account #: 853-011534-001
FPS (Proxy ID): 121034102

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Review of the Appeal

Upon receipt of the appeal request, an Appeal Panel consisting of three HKIQEP Fellows or Professional Members who were not part of the Invigilation Team for the Appellant's examination room will be formed.

The Appeal Panel will review the lodged appeal and the assessment records. Only the Appellant's Candidate Number will be provided to the Appeal Panel. The Appellant's name will not be disclosed. If necessary, additional information or clarifications from the Appellant may be sought. In such cases, a timeframe will be indicated in the request. If the requested information is not received by the deadline, it will be presumed that the Appellant does not wish to pursue the appeal further.

The Appeal Panel may recommend to:

1. Accept the Appellant as having passed HKIQEP Professional Assessment (Part I); or
2. Reject the appeal.

Once the Appeal Panel's recommendation is confirmed by the HKIQEP Governing Council, the Appellant will be informed of the decision by electronic mail. The notification will be issued within 3 months of receipt of the appeal request.

The result of an appeal is FINAL.

HKIQEP is not responsible for any costs incurred by the Appellant for the appeal process.

For enquiries, please email to qualification@hkiqep.org.