

## **MII Advanced Level Assessment Process - Appeals and Resubmissions**

- Each candidate for Advanced Level Assessment must make themselves aware of the assessment structure and process and in particular the [five competencies](#) being assessed the marking scheme which will be applied and the criteria for success.
- If the candidate is unsuccessful at interview they will be advised as soon as practicable of the outcome by the MII Registrar. The candidate will receive a copy of the MII Advanced Member Assessment Marking Form and may also request a meeting with the Chairperson to discuss same.
- If issues, distractions or interruptions arise during the interview process, these should be brought to the attention of the Assessment Panel on the day. It is only where these are brought to the attention of the Panel at the time of the assessment as potentially impacting on the candidate's performance that they may be taken into consideration should the candidate not be successful and an appeal is made subsequently.
- There are two options available to a candidate in circumstances where they do not succeed at assessment. They are:
  - I. to apply to re-sit the assessment before a new Assessment Panel; or
  - II. to appeal the assessment decision to the MII.
- If the Candidate decides to re-sit the assessment, they should submit a fresh application having regard to the previous assessment results and any feedback provided in the Assessment Marking Form. There is no set timeframe for such an application.
- Should the Candidate decide to appeal the outcome of the assessment, they should contact the MII Registrar in writing within 20 working days of receipt of the outcome of interview and state that they wish to appeal the assessment result using the Advanced Appeals Form. The notification must outline the grounds for appeal in sufficient detail.
- The MII will advise the appellant of the appeals process outlined below. The candidate will be required to pay a fee (currently €100).

### **Advanced Level Assessment Appeals Process:**

- The original application together with (a) the video of the assessment interview (b) the candidate's original application form and all related documentation (c) the Assessment Marking Form and (d) the candidate's appeal form, will be sent by the MII to another Panel of Advanced Member Assessors.
- The Appeal Panel will review the process followed at interview and the video, and consider the specific grounds for submitting the appeal.
- The decision of the Appeals Panel is final and no further appeal will be considered.
- We will aim for the candidate to receive the outcome of the Appeal within 40 days but no later than 60 working days after submission of the appeal to the Registrar.

**Approved by MII Council 15<sup>th</sup> January 2024**