



Associate Assessment Appeals

What is an appeal?

Candidates who are referred have the right to appeal.

Appeals are considered by an RICS appeal panel. The appeal panel comprises two surveyors who have no connection with the candidate or their employer, and no previous knowledge of the candidate's assessment. They will also be experienced Associate assessors.

You cannot appeal simply because you disagree with the assessors' decision about your competence. The appeal panel does not question the merits of the assessors' decision. It looks at the way the assessment was conducted, and will allow the appeal only if, on the balance of probabilities, there was fault in the process. It does not reach any conclusion about the candidate's competence to practise: it considers only administrative or procedural matters.

The appeal panel has no powers to admit a candidate to RICS membership: if an appeal is upheld, the original assessment is disregarded and the candidate is given a fresh assessment.

How to appeal

Day one Appeals must be submitted in writing using the attached form (page 3).

The document should detail, in no more than 1000 words, the reasons for the appeal. No further supporting documentation is permitted and no representations may be submitted by another party who was not involved in the assessment (e.g. supporter, proposer or employer)

Only an appeal directly from the candidate will be considered and no third party may appeal on the candidate's behalf.

The appeal should be sent to RICS within 21 days of the date on which RICS notified the candidate of the assessment outcome.

If the appeal was posted after the deadline it will be returned.

The outcome of an appeal

RICS will forward the candidate's appeal to the original assessment panel for comment.

The documentation will then be sent to the appeal panel for consideration.

The appeal panel members are not 're-reading' the original assessment. Their role is to decide whether, on the balance of probabilities, there is reasonable doubt that the assessment was conducted fairly and correctly. They will decide the appeal on the basis of the written documentation provided.



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There are two possible outcomes of an appeal:

Dismissed

The panel decides to dismiss the appeal - RICS will write to the candidate outlining the reasons for the decision.

The appeal panel's decision is final. There is no further right of appeal.

The original decision stands along with the panel's assessment feedback and instructions on how to apply for re-assessment.

Allowed

**3 months
(maximum)**

The panel decides to allow the appeal - RICS will write to the candidate advising them that the appeal has been allowed and that the original assessment result and feedback are now void.

The candidate will be invited to have their assessment reviewed by a new panel using their existing submission documents. The candidate may not submit any new documentation for the re-assessment.

The appeal fee will be refunded.

If the candidate has a complaint about the way in which the appeal was dealt with, such as discourtesy or failure to meet timescales, this may be dealt with through the RICS corporate complaints procedure.

This procedure will not involve an investigation of the merits of the appeal panel's decision, and will not change the outcome of the appeal in any way. For further information, please refer to the section 'how to complain about RICS services' on www.rics.org.

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Chartered Surveyors**

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Please complete all sections of this form.

Your completed form, along with a cheque for £100 made payable to RICS, should be returned to:

RICS Membership Operations, Surveyor Court, Westwood Way, Coventry, CV4 8JE.

Name:	
Membership number:	Associate pathway (e.g. Quantity Surveying and Construction, etc.)

Name of employer:
Name of proposer:

Candidate check list

Have you submitted:	Candidate check	Office check
Your reasons for the appeal (maximum 1000 words)		
Appeal fee (£100 cheque made payable to RICS)		

For office use only

Date received:	Within deadline? YES / NO
	If no, date returned to candidate:
Grounds:	
Panel:	
Decision:	

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I wish to lodge an appeal. My appeal is on the following grounds:

Some examples of grounds are:

Administration error

Testing of competence

Procedural matters

The details of my appeal are as follows (1000 words maximum. Please attach additional sheets if necessary.)

Signed:

Date:

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