



FINE VINTAGE LTD
BY JAMES CLUER MW

Fine Vintage Grade Appeal Policy

<u>Fine Vintage Ltd</u>	<u>4652</u>	
Name of Institution	Institution Number	
<u>Grade Appeal</u>	<u>1-September-2021</u>	<u></u>
Name of Policy	Effective Date	Revision Date

1. The process by which a student may appeal a grade received in a course at **Fine Vintage** is as follows:
 - For **WSET Certification** Courses:
 - All WSET Certification Courses are graded by WSET Examination officers in either the WSET Americas Office (Levels 1 & 2) or WSET Global Office (Levels 3 & 4). Results are issued within a specified timeline ranging from 6 to 12 weeks after the exam date. Students are notified by Fine Vintage by email of their result when these are released. A hard copy of the certificate or fail notice is mailed to students when these are received to the Fine Vintage office.
 - Upon receiving their email notification of their result, per WSET regulations the student may request to file an **Enquiry and/or Feedback Application** directly to the WSET. This application must be received by the WSET within a specified timeline and the price is determined by the WSET for each Level. The enquiry and/or feedback result is provided to the student directly from the WSET within a specified timeline for each Level.
 - If the student is not satisfied with the result of the Enquiry and/or Feedback application, he/she can then submit an **Appeal Against Examination Results** application direct to the WSET. This must be received within 10 working days following the notification of the enquiry/feedback results. The price for the Appeal and result timeline are determined by the WSET and vary according to the course Level.
 - For **Fine Vintage Certification** Results
 - All Fine Vintage Certification courses are in a multiple-choice format and are graded by the Fine Vintage Team. The results of the exam are issued to the students by email within 2 weeks of the exam date. A hard copy of the certificate or fail notice is mailed to the students within 2 weeks of the exam result.
 - Upon receiving their email notification of their result, the student may contact Fine Vintage directly within 10 business days to request an appeal. Fine Vintage will then review the exam result and provide the student with feedback within 30 days of receiving the request to review.



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