

## **Guidelines for the Appeal Committee**

### **1. Composition and Responsibilities:**

- The Appeal Committee consists of seven Leaders, representing a diverse linguistic background, with at least one member from the Board.
- The Chair of the Appeal Committee is designated by the Chief Coordinator and the Chair of the Jury and is responsible for convening the Committee to address reported issues.
- The Deputy Chair of the Appeal Committee can replace the Chair in cases where objectivity and fairness need to be maintained, or due to other reasons such as time constraints, health considerations, or other unforeseen circumstances.
- In case where objectivity and fairness need to be maintained, a member of the Appeal Committee involved in submitting the Appeal temporarily steps away from the Appeal Committee role to assume the responsibilities of the Leader for that specific Appeal.
- Following the establishment of the Appeal Committee, formal confirmation of both the Chair and Deputy Chair is required.

### **2. Dispute Resolution Process:**

- Leaders (or their Deputy Leaders) and designated Coordinators are responsible for agreeing on scores for each Contestant. Scores are recorded on official forms and signed by both parties.
- In cases where agreement on a score cannot be reached, the matter is referred to the Problem Captain provided by the Host Organisation. If still unresolved, it is escalated to the Chief Coordinator.
- If disagreement persists, the Chief Coordinator reports the matter to the Appeal Committee. The Appeal Committee convenes at the earliest opportunity, either upon notification or when either the Chair or the Deputy Chair, along with four additional members, are available to begin their work.
- In the event of a tie vote within the Appeal Committee the Chair (or the Deputy Chair) holds the authority to make the final decision.
- Both Coordinators and the Leader are required to present their perspectives either in written form or through verbal discussion, along with suggested marks. This ensures a comprehensive exchange of viewpoints. The Leader also provides an English translation of relevant parts of the Contestant's solution.
- The Appeal Committee makes the final determination of the Contestant's score.

### **3. Marking Scheme:**

- The Jury approves marking schemes for each problem, with initial proposals prepared under the direction of the Chief Coordinator.
- The Appeal Committee must adhere to the approved marking scheme. Changes to the marking scheme are only permissible in special situations with approval from the Chair of the Jury and the Chief Coordinator.

### **4. Availability and Support:**

- The Appeal Committee is expected to be readily available during coordination days to facilitate the resolution of disputes between Leaders and the Chief Coordinator.
- In situations where some members of the Appeal Committee are unable to participate due to unforeseen circumstances, either the Chair or the Deputy Chair, along with four other members of the Appeal Committee, may proceed with their duties.

- It is essential that certain Coordinators for each problem remain available and accessible to the Chief Coordinator until all scores for their respective problem are confirmed and signed. The specific number of Coordinators required to remain available depends on the status of ongoing cases and any potential impact on the decisions of the Appeal Committee.

**5. Reporting:**

- After the Contest, the Jury receives a report from the Appeal Committee detailing any unresolved disputes that arose during coordination.

**6. Operational Directives:**

- These guidelines serve as the governing framework for the Appeal Committee, ensuring the integrity, transparency, and equitable treatment of all Contestants throughout the scoring process.