

ASSESSMENT APPEALS PROCEDURE

Informal

In the first instance, if a learner disagrees with an assessment decision he/she should first discuss this with the Assessor and they will together attempt to resolve the differences within a two week period.

FORMAL

STAGE ONE

If the matter cannot be resolved informally between the student and the Assessor, students should complete stage 1 on the **Notification of Appeal Form** and return within fourteen days together with relevant documentary evidence to the Internal Quality Assurer (IV)



STAGE TWO

The student may make a formal approach to the Appeals Panel.
If the matter cannot be resolved by the actions of the Internal Quality Assurer, the Internal Quality Assurer must inform the College Lead Verifier and their Manager.
The Student and Assessor to Complete Stage 2 on Notification of Appeal Form and return within fourteen days together with the relevant documentary evidence to the College Lead Verifier

The College Lead Verifier will convene the Panel within fourteen days of receiving notification (*In the absence of the College Lead Verifier, the Lead Internal Quality Assurer and manager must report to the Director of Quality*)

The student will receive a written acknowledgement on receipt of this notification.
The student has the right to attend the Appeal hearing and may be accompanied by a person of his/her choice.
Outcome of the Appeal to be recorded on the Appeal form

The Appeals Panel will consist of the subject Lead Internal Quality Assurer (IV), the College Lead Verifier and the College Manager for the curriculum area



STAGE THREE

Complete Stage 3 on Notification of Appeal Forum

If the matter has not been resolved by the Appeals Panel, the College Lead Verifier will submit the Notification of Appeal Form together with relevant documentary evidence to the Director of Quality within seven days

Relevant parties to complete stage three of the notification of Appeals Form
The decision made by the Director of Quality will be sent in writing to the student within fourteen days



STAGE FOUR

If the matter has not been resolved by the actions in stage three the student has the right to appeal to the Awarding body, they may escalate their complaint to the 1st4Sport Compliance and Risk Team by submitting evidence to: imanagement@1st4Sportqualifications.com

THEIR DECISION IS FINAL.