

BODYLOGIC TRAINING APPEALS POLICY AND PROCEDURE

ASSESSMENT PROCEDURE

All candidates are assessed against national standards published by the awarding body. All assessors are occupationally competent and have achieved a recognised assessor's award such as D32/33 or equivalent. It is however, recognised that, in exceptional circumstances, a candidate may wish to appeal against an assessment decision.

The following appeals policy and procedure outlines the course of action advised. This reflects Body Logic Fitness Instructor Training's commitment to a candidate centred approach.

Possible circumstances for appeal:

Body Logic Fitness Instructor Training's appeals policy allows individuals to make a formal appeal against a recommendation or decision relating to the following:

1. The mark for an individual distance learning activity or any element of course work.
2. The final result of any element of assessment relating the underpinning knowledge, planning, coaching or evaluation.
3. The final overall assessment decision for award of certificate.

Grounds for appeal:

1. The assessments were not conducted in accordance with the approved scheme or centre regulations.
2. An administration error at some stage of the assessment process.
3. 'Extenuating circumstances' arising during the assessment process which affected the candidate's performance.
4. Inappropriate or irregular behaviour on the part of the assessor.

Any appeal must be received in writing within 10 working days of the candidate receiving his / her assessment decision.

BODYLOGIC TRAINING APPEALS PROCEDURE

STAGE 1 ASSESSOR

The first step should be to address the appeal with your assessor, in writing using the appropriate appeal form. The form must be completed and sent to Body Logic Fitness Instructor Training, with all supporting evidence including video/DVD evidence, in the case of appeals against decisions relating to a coaching/practical element.

The assessor will thoroughly investigate and review the issues surrounding the appeal and will reply in writing within 20 working days. Additional evidence, either in writing, in person or by telephone, may be requested during this time.

In the event of an appeal against a practical, coaching assessment, the video/DVD submission will be assessed.

STAGE 2

In extreme circumstances, if the candidate still feels unsatisfied, she/he should write to the Student Support Officer of Body Logic Fitness Instructor Training. This must be done within 5 working days of receiving the outcome of the original appeal.

The Student Support Officer will arrange for a panel of 2 other qualified assessors, to hear the appeal. These assessors should meet within 10 working days of the appeal being lodged. The candidate, who may choose to be accompanied by a friend, will be interviewed by the assessors, and all evidence will be considered.

A written record of the decision will be sent to the candidate within 2 working days.

OUTCOME OF THE APPEAL

The outcome of a successful appeal could take the form of one or more of the following:

1. An amendment to the mark for a distance learning activity or element of course work.
2. An amendment of the result of either underpinning knowledge, planning, coaching or evaluation.
3. An amendment to the overall result.
4. A free re-sit.

IMPORTANT ADDITIONAL NOTES

It is extremely difficult to investigate appeals without impartial evidence, therefore appeals against referrals for coaching will only be considered when accompanied by video/DVD evidence.

- The candidate has the right to video any aspect of his/her assessment.
- In the case, the candidate must provide his/her equipment
- It is the candidate's responsibility to provide an operator for the equipment.
- It must not interfere with the assessment process.
- It must not disadvantage any other candidate.

REQUEST FOR APPEAL

CANDIDATE NAME :

DATE OF ASSESSMENT :

ASSESSMENT VENUE :

ASSESSOR :

ASSESSMENT COMPONENT :

Details of Appeal:

Candidate Signature :

Date:

If the appeal relates to a practical element enclose all evidence including DVD/VIDEO

APPEAL REPORT

NAME OF CANDIDATE
COURSE

STAGE 1

ASSESSOR:

COMMENTS:

OUTCOME:

SIGNATURE _____ DATE _____

STAGE 2

Student Support Officer:

ASSESSORS
1 _____ 2 _____

COMMENTS:

OUTCOME:

ASSESSORS SIGNATURE
1 _____ 2 _____ DATE: