



Learner Appeals, Reporting and Handling Procedure - September 2015

Learners wishing to appeal must do so within 14 days of receiving the disputed assessment decision and are advised to keep copies of all documents relating to the appeal.

It is ultimately the responsibility of the Head of the Centre, Coach & Referee Education Officer to ensure that this procedure is implemented, published and accessible to all personnel, learners and any relevant third parties. However, the Qualification Coordinators (QC) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

In the unlikely event that learners exhaust this procedure and remain dissatisfied with the decision made by Hertfordshire FA, they may take their appeal to the 1st4sport Incidents and Investigations Manager. Where a learner remains dissatisfied after the appeal outcomes have been confirmed by 1st4sport, they have a right to take the matter to the appropriate regulator¹.

Stage 1

The appeal should be made, in the first instance, to the assessor who made the original assessment decision. At this stage, a verbal appeal is acceptable, although the learner is recommended to put the appeal in writing using the Hertfordshire FA Learner Appeals Form 1 provided.

The assessor should explain the rationale for the decision that is being disputed. The assessor is required to record an overview of the appeal and the outcome of the discussion and forward this to the Hertfordshire FA nominated Appeals Officer to retain with the centre's assessment and appeals records.

¹ Office of Qualifications and Examinations Regulation (Ofqual) in England, Council for the Curriculum Examinations and Assessment (CCEA) in Northern Ireland, The Welsh Government in Wales and Scottish Qualifications Authority (SQA) Accreditation in Scotland.



Learner Appeals Form 1 (stage 1)

Learners are required to complete this form when making an appeal against the outcomes of an assessment decision and forward to the assessor.

| | | | |
|--|--|------|--|
| Learner's name | | | |
| Date of assessment | | | |
| Name of assessor (against whose decision the appeal is being made) | | | |
| Nature of the Appeal | | | |
| Details of Original Assessment Decision | | | |
| | | | |
| Learner's signature | | Date | |

To be completed by the assessor

| | | | |
|----------------------|--|------|--|
| Date of meeting | | | |
| Assessor Response | | | |
| | | | |
| Assessor's signature | | Date | |
| Learner's signature | | Date | |



Stage 2

If learners remain dissatisfied with the assessment decision and wish to challenge the outcome of Stage 1, then an appeal in writing should be made to the Hertfordshire FA Appeals Officer within 14 working days of the Stage 1 process, using the Hertfordshire FA Learner Appeals Form 2.

The Appeals Officer will write to the learner to acknowledge receipt of the appeal within 10 working days and outline the course of action to be taken.

The Appeals Officer will carry out an investigation, ensuring that another appropriately qualified assessor and/or internal verifier is involved in the review, in addition to the relevant Qualification Coordinator specific to the qualification, and will write to the learner within 20 working days with the findings and a decision as to whether the appeal was justified.

Learners are required to provide as much information as possible regarding the disputed assessment decision. When completing the Appeals Form 2, information should include:

- the date and type of the assessment (ie observation of practical work, assessment of a set task/assignment, result of an internally assessed question paper)
- the name of the assessor involved
- a brief outline of the reason for the appeal
- any associated documents (ie learner evidence, record of feedback from the assessor involved).

All Stage 2 appeals should be sent to:

Appeals Officer

Danielle Quelch
Hertfordshire FA Coach & Referee Education Officer
Hertfordshire FA

The County Ground
Baldock Road
Letchworth
Hertfordshire SG6 2EN

Danielle.Quelch@HertfordshireFA.com



Upon receipt of the appeal the Appeals Officer will ensure an investigation is conducted with a focus on a review and/or reassessment of the learner's work against the assessment criteria for the qualification, where this is required.

One of the following decisions will be communicated to the learner by the Appeals Officer in writing within 10 working days of the decision having been made. This will be to either:

- uphold the original assessment decision
- offer the learner an opportunity for a re-sit/reassessment free of charge
- overturn the original decision.

These decisions will be recorded on the Learner Appeal Form 2. The decision will also be communicated to the original assessor and also to any other individual who supported the investigation.

The Appeals Officer will also ensure that in the event of identification of any malpractice or maladministration, this is reported with recommendations for action to the awarding organisation. The awarding organisation will review the information and will report all outcomes to all relevant stakeholders.

Copies of records of appeals are retained with the assessment and appeals records. Hertfordshire FA will retain records of appeals for a minimum period of five years.



Learner Appeal Form 2 (stage 2)

Learners are required to complete this form and forward it to the appeals officer to make a formal appeal, if they are still dissatisfied after having appealed to their assessor.

| | |
|-----------------------------|--|
| Learner's name | |
| Learner registration number | |
| Address | |
| Email address | |
| Contact number | |
| Date of assessment | |
| Date appeal submitted | |
| Name of assessor | |

Describe the reasons for your appeal as fully as possible. Please include **copies** of any associated documents (eg learner evidence, record of feedback from the assessor involved). Learners should keep a copy of this form.

| Type of assessment and nature of the appeal |
|---|
| <p style="text-align: right;">Please attach an additional sheet, if necessary</p> |



Details of Original Assessment Decision

Please attach an additional sheet, if necessary in addition to any supporting evidence



| | | | |
|-------------------|--|------|--|
| Learner signature | | Date | |
|-------------------|--|------|--|

Please return this form to:

Danielle Quelch

Hertfordshire FA, The County Ground, Baldock Road, Letchworth, Herts SG6 2EN –
Danielle.Quelch@HertfordshireFA.com

To be completed by the Appeals Officer



| | |
|-------------------------------------|--|
| Date of Appeal Investigation/Review | |
| Investigation /Review participants | |
| Investigation/review details | |

| | | | |
|---|--|------|--|
| Outcome (Tick one only) | | | |
| Uphold the original assessment decision | | | |
| Offer the learner an opportunity for a re-sit/reassessment free of charge | | | |
| Overturn the original decision | | | |
| Assessor's signature | | Date | |
| Learner's signature | | Date | |



Stage 3

If learners have followed Stage 1 and 2 of the appeals procedure and remain dissatisfied with the outcome, they have the right to take their appeal to the awarding organisation (1st4sport Qualifications) within 20 working days of the decision being communicated to them by the recognised centre.

The 1st4sport procedure for Learner Appeals against Recognised Centre Decisions can be accessed online via www.1st4sportqualifications.com

On the home page, learners should click on 'Learner information' and 'Customer Service'.

All Stage 3 appeals should be sent to:

Address: FAO: Incidents and Investigations Manager
 1st4sport Qualifications
 Coachwise Ltd, Chelsea Close
 Off Amberley Road
 Leeds LS12 4HP

Email: IManagement@1st4sportqualifications.com

Stage 4

If learners have followed Stage 1, 2 and 3 of this appeals procedure and are still dissatisfied with the outcome, they have the right to take their appeal to the appropriate regulator:

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|--------|---|----------------------|---|
| Ofqual | http://ofqual.gov.uk/ | The Welsh Government | http://wales.gov.uk/ |
| CCEA | http://www.rewardinglearning.org.uk/ | SQA Accreditation | http://www.sqa.org.uk/ |