

Decisions Policy for Learner Appeals against Assessment on Level 1, 2 and 3 courses delivered by We Do Tennis Ltd

Designated Appeals Officer: Dan Thorp

Writer/reviewer of this policy: Nick Williams Version: 1

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Learners have the right to appeal against an assessment decision made by staff work at We Do Tennis. The procedure outlined within this policy must be followed for an appeal to be considered.

The Head of the Coach Development Centre, Nick Williams, is responsible for ensuring that this policy is published, implemented and accessible to all personnel, learners and any relevant third parties. The Head of Centre will also ensure that all personnel have read and understood this policy and that any amendments to the policy are communicated to relevant parties.

Learners will be made aware of this policy at the start of their course/programme and the policy will be easily accessible (website).

Learners wishing to appeal against an assessment decision must do so within 14 days of the original decision. We advise learners to keep copies of all documents relating to the appeal.

The following procedure should be followed by learners wishing to submit an appeal:



Appeals Submission Procedure

1. Learner is dissatisfied with an assessment decision. An appeal directly to the relevant assessor via We Do Tennis should be made in writing in the first instance. This can be done via e-mail to nick@wedotennis.co.uk. The assessor should explain the rationale behind the assessment decision to the learner.

IF LEARNER IS DISSATISFIED MOVE TO 2.

2. Learner completes the 'Learner Appeal against an Assessment Decision Form' and submits this to the Designated Appeals Officer (Dan Thorp) along with any supporting evidence.

This should be submitted within 14 days of the original decision.

3. The Designated Appeals Officer must acknowledge receipt of the appeal within 10 working days and must outline the actions to be taken.

4. The Designated Appeals Officer will investigate and evaluate the submitted evidence. Outcomes will be communicated to all relevant parties within 20 working days.

IF LEARNER IS DISSATISFIED MOVE TO 5.

5. Learner can escalate their appeal to the 1st4sport Qualifications Compliance and Risk Team by submitting evidence to:

imanagement@1st4sportqualifications.com

6. The appeal will be handled according to the 1st4sport Qualifications Position Statement – Learner Appeals against Recognised Centre Decisions which can be found on the 1st4sport Qualifications website under About Us/Policies and Procedures:

www.1st4sportqualifications.com



Learner Appeal against an Assessment Decision Form

Learners must complete this form and submit it to the Designated Appeals Officer within 14 days of the assessment decision.

Learner Name	
Learner Registration Number	
Postal Address	
Email Address	
Contact Number	
Date of Assessment	
Date appeal submitted	
Name of Assessor whose decision the appeal is being made	

Describe the reasons for your appeal as fully as possible. Please include **copies** of any associated documents (e.g. learner evidence, record of achievement, observation checklists, feedback from the assessor etc.). Learners should retain a copy of this form.

Type of Assessment and details of original assessment decision
Reason for the appeal
Learner Signature
Date



To be completed by the Designated Appeals officer

Date of appeal investigation
Investigation details
Outcome (tick one only)
<input type="checkbox"/> Uphold Original Assessment Decision
<input type="checkbox"/> Offer a free reassessment
<input type="checkbox"/> Overturn original Assessment Decision
Other actions relating to the case
Designated Appeals Officer Signed: Date:
Learner Signature (1): Date:

1. Signing of this form does not necessarily mean agreement with the decision but is acknowledgement of receipt of the outcomes.

