

Appeals Procedure

Right of Appeal

Candidates have the right of appeal against an assessment decision relating to:

- the mark or grade given for an individual item of coursework or worksheet
- the result of any element of assessment
- the application of a Reasonable Assessment Adjustment or Special Consideration

Ground for Appeal

- the assessments were not conducted in accordance with the approved centre regulations
- an agreed Reasonable Adjustment proved to be inappropriate or insufficient
- disagreement with the outcome of a Special Consideration request
- medical or other extenuating circumstances arising during the assessment process which affected the learner's performance (written evidence from the assessor of GP must be provided).
- Inappropriate or irregular behaviour on the part of the trainer

Appeal

If a student wishes to appeal against their practical assessment result the following procedure should be implemented:

- The student should send the reason for appeal in writing to Community Fitness Network within 5 working days of receipt of the result
- The student should give full details of the assessment and include copies of **ALL** associated paperwork
- Community Fitness Network will investigate the appeal and communicate the decision to the students within 28 working days of the appeal
- The Decision of Community Fitness Network will be final