

Our mission is to inspire the Tees Valley to be more active.

**Our Challenge:** Collectively the people of Tees Valley are amongst the least active in the country. By being inactive, the people of the Tees Valley are missing out on the social, mental, economic and physical health benefits of physical activity.

Our coaching agency will provide this inspiration, through high quality sports coaching.



Coaching agency

Coaching agency

**Assessment Appeal Procedure**

If you are dissatisfied with an assessment outcome, you have the right of appeal. There are 3 stages in the Appeal Procedure and each stage must be exhausted before proceeding to the next one. You are advised to keep copies of all the documents used in the Appeal Procedure as it progresses.

**Stage 1**

If you have received an assessment decision and feedback with which you are not satisfied, you have the right to appeal directly to the Assessor who has carried out the initial assessment. This appeal must be in writing, within 5 working days of the assessment being conducted and clearly indicate:

1. The points of disagreement and reasons behind your decision to appeal.
2. The evidence in the portfolio that you believe meets the requirements of the performance criteria for claiming competence.

The main reasons for an appeal are likely to be:

1. You do not understand why you are not yet competent, due to lack of, or unclear feedback from the Assessor.
2. You believe you are competent and that the Assessor has misjudged you or missed/misinterpreted some vital evidence.

The Assessor will review your request and provide written feedback to you within 5 working days of your appeal being received.

If you are not satisfied with the outcome of Stage 1 of the procedure you may proceed to Stage 2.

**Stage 2**

## If you are not satisfied with the result of Stage 1, you have the right to appeal to the Internal Quality Assurer for your learning programme. This appeal must be in writing, within five working days of the receipt of the result of the Stage 1 appeal and needs to clearly indicate:

1. The points of disagreement and reasons.
2. The evidence in the portfolio, which you believe meets the requirements of the performance criteria for claiming competence.

The main reasons for a Stage 2 appeal are likely to be:

1. You do not understand the feedback from the Assessor as to why your Stage 1 appeal was unsuccessful.
2. You believe you are competent and that the Assessor has misjudged you or missed/misinterpreted some vital evidence.

The Internal Quality Assurer will review your request and provide written feedback to you within five working days of your appeal being received.

If you are not satisfied with the outcome of Stage 2 of the procedure you may proceed to Stage 3.

**Stage 3**

## If you are not satisfied with the result of Stage 2, you have the right to appeal to the certificating body for the learning programme. This appeal must be in writing and should be submitted following the requirements of the certificating body, details of which will be provided to you by us on request during the appeal process.

Please note that there may be a financial charge to the appeal process, made by the certificating body, and details of this can be accessed by contacting the certificating body directly.