

Graspp Fitness Appeals procedure

The purpose of an appeals procedure is to ensure that every learner who is not satisfied with the outcome of an assessment decision has the right to appeal against the decision that has been made.

The appeals procedure applies to any learner following completion of an Active IQ qualification at Graspp Fitness and provides learners with a formal route to appeal against a decision.

Graspp Fitness learners will be assessed against Active IQ published criteria and by assessors who must hold or be working towards any of the following:

- Level 3 Award in Understanding the Principles and Practices of Assessment (QCF) or
- Level 3 Award in Assessing Vocationally Related Achievement (QCF) or
- Level 3 Award in Assessing Competence in the Work Environment (QCF) or
- Level 3 Certificate in Assessing Vocational Achievement (QCF), or
- A1 (previously D32, D33)

In addition Graspp Fitness will ensure that assessors:

- Possess a discipline specific qualification equivalent to the qualification being taught
- Have relevant industry experience
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years

All new Graspp Fitness assessors will be given a clear action plan for achieving the appropriate qualification(s) and should be countersigned by an appropriately qualified individual until the qualification(s) are achieved.

In cases where learners are dissatisfied with any judgement made about their performance, they have the right to appeal. The learners dissatisfaction may arise from circumstances of an assessment, the outcome of an assessment and/or the decision and grading of an assessment.

Appeals will only be considered under this procedure in the following area:

Alleged deficiency in the results

Tests

Assessment of examinations and/or portfolios of work

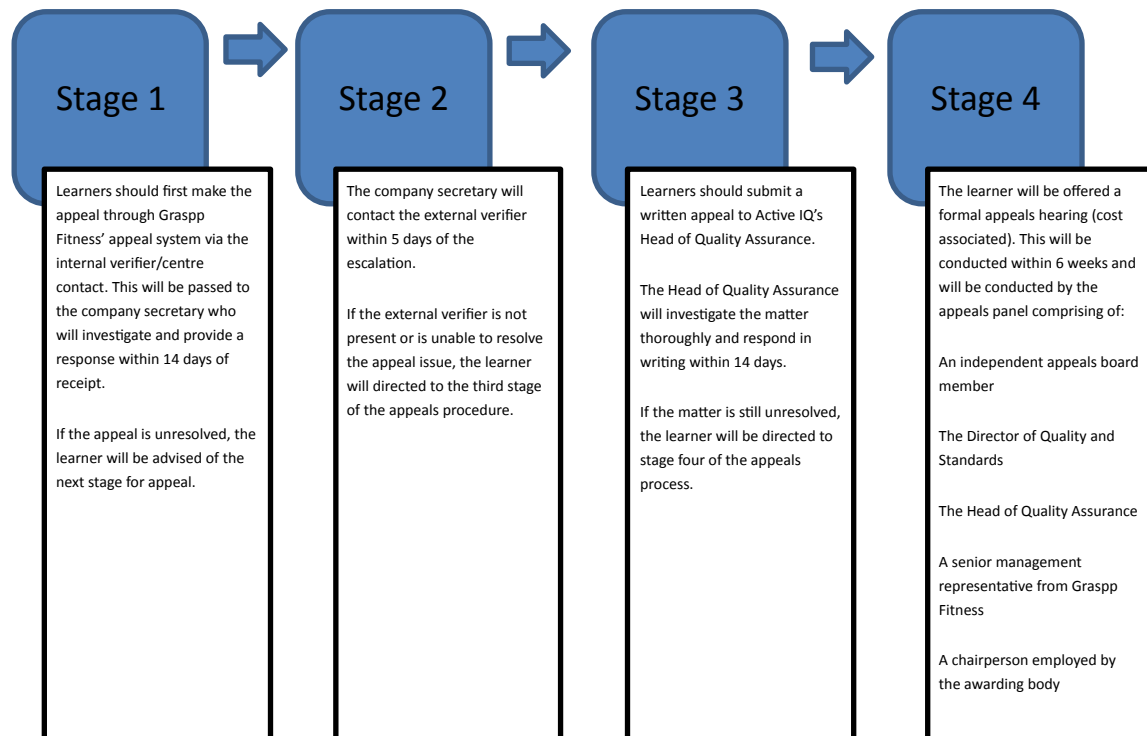
Appeals can be made through the Internal Quality Assurer or company secretary

Internal verifiers must hold or be working towards any of the following:

- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- V1 (previously D34)
- Relevant alternative qualification or senior experience in supervising or managing an internal quality assurance role

The appeal procedure to be followed comprises of 4 stages.

4 Stages of the Appeals Process



Throughout the assessment process Graspp Fitness will comply fully with Active IQ's policy on reasonable adjustments and special considerations that can be found:

<http://www.activeiq.co.uk/centres/guidance-for-centres>

Learners should also be aware of the following:

Investigating appeals is very problematic without the presence of impartial evidence. Therefore appeals in the context of live observed assessments will only be considered when accompanied by a suitable video recording.

As a learner of Graspp Fitness you will be able to use a video recording as long as it does not adversely affect the assessment process, allows the assessor to carry their role and does not contravene a venue/organisations rules or regulations. The learner must make suitable arrangements to arrange a video operator.

If a medical issue has the potential to affect your performance then it is your responsibility to inform Graspp Fitness prior to assessment so that an informed decision can be made terms of an appropriate action plan.

Fees

Fees will not be payable by a learner in the event of an appeal

Thank you for your contribution and commitment to making our policy work.