

Appeals Procedure – UKCC Rowing Awards

The purpose of this procedure is to outline process in which a candidate can appeal against any assessment decision or procedure that they consider to be unfair and/or inaccurate.

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

Stage 1

The first line of appeal should be to the tutor/assessor who made the original assessment decision. The tutor/assessor may choose to explain their rationale for the decision which is being disputed. The tutor/assessor is required to record an overview of the appeal and the outcome of the discussion and forward this to the Coaching Secretary to retain with the centre's assessment records.

Stage 2

The candidate can further appeal if they still disagree with the assessment decision. Appeals on decisions must be made in writing to the Coaching Secretary at British Rowing Headquarters within 14 days of the first appeal.

The candidate is required to submit the decision paperwork together with the original evidence submitted. This information should include; the date and nature 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 tutor/assessor, a brief outline of the reason for the appeal.

The Coaching Secretary will acknowledge receipt of this paperwork, within 21 days to the candidate and then inform the original assessor, the appeals group and the Director of Coaching that an appeal has been lodged.

Appeals group members will declare an involvement in the assessment if appropriate and nominate the member to handle the appeal.

Criteria for the Appeals Group Personnel are:

- a) Internal Verifier
- b) Assessor at the appropriate level
- c) Member of the professional staff or senior volunteer with British Rowing

The appeal will be processed by a member of the Appeals Group within six weeks of receipt of the original evidence from the appellant.

Possible outcomes of appeal:

- Uphold the original assessment decision
- Offer candidate the opportunity to re-sit the assessment criteria
- Offer candidate re-assessment by alternative assessors
- Overturn original decision
- The costs of the above procedures may be levied against the candidate

The Coaching Secretary will send a copy of the full report to the candidate and original assessor.

Stage 3

If the candidate has followed Stage 1 and Stage 2 of the appeals procedure and is still dissatisfied with the outcome, they have the right to take their appeal to the awarding body (1st4Sport Qualifications). Centres should refer candidates to the awarding body's appeal procedures.