

## Scottish Gymnastics Education Appeals Procedure June 2020

Scottish Gymnastics will adhere to the following appeals procedure for candidates appealing against an assessment decision:

- Candidates must express any concern regarding the assessment process in the first instance to the assessor. In the case of theory assessments concerns should be raised with the education programme manager directly.
- In the case where the internal verifier is present at the assessment, the matter can be discussed on the day of assessment. Written documentation of the discussions must be submitted to Scottish Gymnastics by the internal verifier, signed by both assessor and candidate.
- If the matter has been discussed and no satisfactory outcome has been achieved, (the internal verifier not being present at the assessment), the candidate and assessor must refer the matter in writing to the education programme manager within 14 days of the assessment date. The education programme manager will then pass the matter on to the internal verifier appointed by Scottish Gymnastics for the course.
- If no satisfactory outcome has been achieved following the above, the candidate has the right to appeal to an independent third party appointed by Scottish Gymnastics to oversee the appeals process. This will be another internal verifier within Scottish Gymnastics not previously involved in the assessment of the candidate.
- Scottish Gymnastics will advise the candidate, assessor, and internal verifier of the outcome within 28 days of receiving the original appeal.