



## **Procedure for an Appeal against the Assessment Decision**

### **APPEALS PROCEDURE**

If a candidate feels there is a justified reason for disagreeing with the assessment made by the Course Tutor or the Internal Verifier the following procedures should be adopted: This applies to the assessment of the practical teaching/coaching and log books only. Appeals against the written examination should be made directly to Scottish Swimming. The first stage in the appeals procedure is to the Course Tutor and should be made in writing stating the nature of the appeal. A copy should be sent to the Course Organiser and Scottish Swimming.

The Tutor is required to respond to the complaint within 10 working days with a copy to the Course Organiser and Scottish Swimming.

#### **A. Course Tutor(s) may:**

- i. confirm the original assessment
- ii. revise the original assessment

#### **B. In light of the above the candidate may:**

- i. accept the assessment
- ii. appeal to the Internal Verifier, via Scottish Swimming.

#### **C. In the event of B.ii, the Internal Verifier may:**

- i. confirm the original assessment made
- ii. support the appeal on the basis of the evidence produced and reach agreement with the Course Tutor and candidate. In the event of a disagreement between the Course Tutor and Internal Verifier with regard to the assessment of a candidate the decision of the Internal Verifier will prevail
- iii. be unable to make a decision on the basis of the evidence provided.

**D.** In the event of C.iii, the Internal Verifier will submit a full report to Scottish Swimming who may:

- i. confirm the original assessment
- ii. support the appeal on the basis of the evidence produced
- iii. In addition to the above the outcome to the appeal may require the candidate to be re-assessed in a specific assessment area or against the total assessment criteria

**NB In the event of an appeal being submitted to Scottish Swimming a fee equal to the Scottish Swimming re-assessment fee will be charged. This will only be refunded if the appeal is upheld.**

**E.** If a Tutor or a candidate feels that the results of a written theory examination differ materially from those expected a re-mark and report may be requested. A fee will be charged to the candidate. Requests for a re-mark should be made in writing to the Scottish Swimming Education Manager accompanied by the fee. The request must be received within 14 days of the date of dispatch of the results from Scottish Swimming. In the event of a re-mark resulting in a pass result, the re-mark fee will be refunded.