



CRICKET WALES CANDIDATE APPEALS PROCEDURE

If you wish to appeal against the outcome of an assessment conducted by an assessor employed or contracted by us you must do so within 14 days of receiving the assessment decision and are advised to keep copies of all documents relating to the assessment against which you are appealing.

Stage 1

Your first line of appeal should be to the assessor who made the original assessment decision. At this stage, a verbal appeal is acceptable, although you are recommended to put the appeal in writing, within 14 days of the assessment. Your assessor may choose to explain to your satisfaction their rationale for the decision that is being disputed. On receipt of an appeal your assessor is required to record an overview of the appeal and record the outcome of the discussion for our records. This record will be kept by us with the centre's assessment records should it be required for further investigation. If after making your appeal via this process you are still unhappy with the outcome you should progress to stage 2.

Stage 2

If you are still dissatisfied with the assessment decision and wish to challenge the outcome of Stage 1, then you should put your appeal in writing within 14 days of the Stage 1 process, to the person identified below:

Formal written appeals should be made to:

Jeremy Cartwright, c/o Cricket Wales, Swalec Stadium, Cardiff CF11 9XR

e-mail: jeremy.cartwright@cricketwales.org.uk or 'phone: 07837 068939

In your written appeal you are encouraged to give a detailed account of your grievance and provide copies of appropriate supporting documentation if required. Full details at an early stage will assist our prompt investigation. You should provide as much information as possible regarding the disputed assessment decision, including:

- * 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 involved

- * a brief outline of the reason for the appeal
- * any associated documents (ie candidate evidence, record of feedback from the tutor/assessor involved)
- * the names of other people or other candidates whose evidence/witness you might wish to refer to.

We will acknowledge receipt of your appeal within 5 working days and thereafter nominate an appropriately qualified person (assessor or internal verifier or the centre's external verifier) to review or reassess work against the assessment of your work or performance against the criteria for the qualification and give a considered judgement on the appeal. The judgement will be recorded and kept as part of the approved centre's records. Following that review and within 10 working days of receipt of the appeal, we will inform you in writing of the outcome, which is likely to be one of the following:

1. Uphold the original assessment decision
2. Offer you an opportunity to re-sit or be reassessed
3. Overturn the original decision. In appeals against the outcomes of practical assessments, because of the nature of the evidence you presented at the time it is highly likely that the outcome will be No. 2 in the above list. All reasonable cost of a reassessment will be borne by the centre. Copies of records of appeals will be maintained by our Key Contact, retention with other assessment records for review by the centre's External Verifier. If after making your appeal via this process you are still unhappy with the outcome you should progress to stage 3.

Stage 3

If you have followed Stage 1 and/or 2 of this appeals procedure and are still dissatisfied with the outcome, you have the right to take your appeal to our awarding body – 1st4sport Qualifications (where the appeal concerns qualifications awarded by 1st4sport Qualifications).

To progress stage 3 you are encouraged to access the awarding body's appeals procedure from your candidate pack or by contacting:

1st4sport Qualifications	Tel: 0113 290 7610
Coachwise Ltd	Fax: 0113 231 9606
Chelsea Close	E-mail: enquiries@1st4sportqualifications.com
Off Amberley Road	Web: www.1st4sportqualifications.com
Armley	
Leeds LS12 4HP	