

## WRIGHT Foundation CIC Level 4 – Appeals Policy

WRIGHT Foundation CIC Appeals Policy applies to all candidates who wish to appeal against the decision of their assessment.

If a candidate feels their result is unfair or has been marked incorrectly they can appeal in writing to WRIGHT Foundation CIC who will review the decision.

All WRIGHT Foundation CIC candidates are assessed against agreed and set criteria determined by Skills Active officials. All WRIGHT Foundation CIC assessors hold nationally recognised qualifications in the context of exercise and fitness to assess the achievements of these criteria.

### **Procedure:**

If a candidate wishes to appeal against the decision of their assessment they must do so within **14 days** receipt of their results decision.

All appeals must be sent in writing (letter/email) to the Wright Foundation CIC Office and addressed to the Internal Verifier.

The Appeal Letter must enclose the following:

- All candidate contact details
- Grounds for their appeal
- Lecturer/assessor name and course attended
- Any supporting evidence (if applicable) should be sent along with the appeal.

WRIGHT Foundation CIC appeals procedure comprises of 3 stages as follows:

### **Stage 1:**

A learner can appeal in writing, stating the reason and/or circumstances by which they wish to appeal against to the assessor who marked their assessment.

*A decision will be issued within 14 working days, from receipt of the appeal.*

If the learner is unsatisfied with the outcome proceed to Stage 2.

### **Stage 2:**

The learner can then appeal in writing to WRIGHT Foundation CIC, where a different assessor will review the decision made by the original assessor and all supporting evidence and documentation.

*A decision will be issued within 7 working days, from receipt of the appeal.*

If the learner is still unsatisfied with the outcome from the independent assessor proceed to Stage 3.

### **Stage 3:**

The learner can then appeal in writing to the WRIGHT Foundation CIC Internal Verifier, who will review the decision along with all relevant documentation and evidence.

*A decision will be issued within 7 working days, from receipt of the appeal.*

The Internal Verifier will oversee the whole appeals process and ensure that each candidate is treated fairly and that all decisions are made based on relevant documentation and evidence provided.

WRIGHT Foundation CIC's quality assurance process ensures that all standards are met and that we provide quality and consistency during the assessment process. WRIGHT Foundation CIC's appeals policy can be found on our website ([www.wrightfoundation.com](http://www.wrightfoundation.com)) and is available on request.

## **WRIGHT Foundation CIC Equal Opportunities Policy**

WRIGHT Foundation CIC is committed to encouraging and promoting equal opportunities across all aspects of its operations.

WRIGHT Foundation CIC will ensure that all candidates are a true representative of all diversity and that every candidate feels they are respected and are able to give their full potential. This applies to all enrolment and assessment processes in all qualifications.

WRIGHT Foundation CIC aims:

- To provide equality opportunities for all learners throughout the qualifications delivered by the organisation.
- To ensure that no learner is discriminated against or receives less favourable treatment on the grounds of gender, gender re-assignment, age, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion, social status or any other irrelevant distinction.
- To provide a learning environment that promotes respect and fairness to all learners ensuring that discrimination, intimidation, harassment or bullying is not tolerated.
- To ensure that any breaches of this policy will be dealt with immediately and appropriately.
- To ensure that all qualification procedures and processes avoid creating any unnecessary barriers to achievement.

WRIGHT Foundation CIC will continuously monitor and evaluate all aspects of the policy.

WRIGHT Foundation CIC's quality assurance process ensures that all standards are met and that we provide quality and consistency during the assessment process.

WRIGHT Foundation CIC's equal opportunities policy can be found on our website ([www.wrightfoundation.com](http://www.wrightfoundation.com)) and is available on request.