

WRIGHT Foundation – APPEALS POLICY

The WRIGHT Foundation 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 the WRIGHT Foundation who will review the decision.

All WRIGHT Foundation candidates are assessed against agreed and set criteria determined by VTCT officials. All WF 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 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 appeals procedure comprises of 4 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 the WRIGHT Foundation, 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 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.

If the learner is still unsatisfied with the outcome from the independent assessor proceed to Stage 4.

Stage 4:

If the learner is unsatisfied with the outcome of this process then they may appeal to the awarding body. For this course the awarding body is VTCT.

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