

Appeals Procedure

Biomechanics Education Ltd provides a formal route for learners wishing to appeal against an assessment decision.

All learners are assessed against agreed and published Biomechanics Education criteria. Assessment decisions are made by assessors who are trained, and who have a recognised Assessor Award in one of the following:

Cert Ed
DTTLS L5
Assessor Award
IQA Award

Areas for Appeal

Learners can appeal against an assessment decision relating to:

- The mark for an individual item of coursework e.g. worksheets and case studies
- The final result of any element of assessment e.g. practical application
- The final overall internal/external assessment decision for a qualification

Grounds for Appeal

An appeal may be made if:

- The assessment was not conducted in accordance with the Venues regulations
- Medical or other extenuating circumstances arose during the assessment process which affected the learner's performance
- There was inappropriate or irregular behaviour on the part of the assessor

Appeals Procedure

Stage 1

- The learner should firstly discuss the reason for the appeal with the Assessor on the day of the assessment
- If this does not resolve the appeal the learner should complete a written statement illustrating why they don't agree with the decision within 5 days from the date of the assessment – include any supporting evidence (this can be via email)
- The Company Director will investigate the appeal and respond in writing within 7 working days

Stage 2

- If the learner feels that the outcome is still unsatisfactory they should write to the company asking for a committee review
- The company director will then request the opinion of two master trainers
- The findings of the two Master Trainers will be documented and relayed to the learner within 28 days

Additional Notes

- It is extremely difficult to investigate appeals without impartial evidence. Therefore appeals against referrals in practical teaching based solely on the learner's disagreement with the assessor's decision will only be considered when accompanied by a video recording
- The learner has the right to video any aspect of their assessment using their own video recording equipment provided it does not interfere with the assessment process, other learners or the assessor's ability to carry out their role(s)
- It is the responsibility of the learner to arrange a video operator
- It is the responsibility of the learner to notify the centre where their assessment is taking place of any medical problem which may affect student performance adversely in the assessment process, so that a decision can be made for deferral, prior to the assessment date
- Appeals against referrals in the external theory result can result in the following action:
 1. Investigation into the centre's invigilation procedures/delivery
 2. Hand marking of the theory papers