



## **ENQUIRIES & APPEALS PROCEDURE**

The ABD endorses the principle of the right to appeal against a result. Appeals will be dealt with swiftly and fairly.

### **1. Enquiry concerning a result**

A charge of £15 per candidate, or £50 per group of 4 candidates, is made to the teacher for this stage of the procedure.

If, after receiving the results from a session, a teacher wishes to make an enquiry concerning the reasons for marking of a candidate, or a group of candidates, it should be put in writing to the Customer Service Officer within 14 working days of the result being issued. The information should include:

- The date of the examination
- The examiner's name
- ABD examination session reference number
- Candidate name
- Reasons for the enquiry

A copy of the report form for each candidate must be enclosed.

The information is passed to the examiner for a report, and notified to the appropriate Faculty Chief Examiner, who liaises with the examiner.

A response will be provided under normal circumstances within 40 working days.

### **2. Stage 1 appeal**

A charge of £25 is made to the teacher, per candidate, for Stage 1 of the procedure.

If a teacher is not satisfied with the outcome of an enquiry, the complaint will be passed to Gqal for consideration

Consideration is given with regard to the published criteria for the examination; statistical information relating to the record of the examiner; and the result history of the teacher whose candidate is the subject of the enquiry.

Gqal will decide if the appeal should be upheld, in which case a re-test may be offered free of charge. A reasoned response to the teacher will be provided within 40 working days.

### **3. Stage 2 appeal**

A charge of £50 is made to the teacher, per candidate, for Stage 2 of the procedure.

If the teacher is not satisfied with the outcome in Stage 1, they may appeal within 14 working days of the date of issue of the previous decision Gqal.

Gqal will consider all the previous evidence. This will be acknowledged within 5 working days. A response will be given within 40 working days. This is the final stage of appeal

If the appeal is upheld, a re-test will be offered free of charge.

If a teacher/candidate is not satisfied with the way the appeal has been conducted, they may complain to Ofqual, the Regulatory Authorities, who will consider the complaint and investigate where appropriate.

### **4. Group appeals**

An appeal made on behalf of a group of candidates will follow the same process as in Stages 1 and 2. The fees for Stages 1 and 2 will apply as appropriate up to a maximum of £250.

In the event of an enquiry or appeal being upheld at any stage the appeal fees will be refunded.

### **1. Enquiry concerning a result**

A charge of £15 per candidate is made to the Approved Dance Centre (or private candidate if registered at ABD HQ) for this stage of the procedure. If, after receiving the results from a session, a tutor wishes to make an enquiry concerning the marking of a candidate, it should be put in writing to the Complaints Officer within 14 working days of the result being issued. The information should include:

- The date of the examination
- The candidate's name
- The name and level of examination
- The reasons for the enquiry

The examination paper will be clerically re-checked and re-marked by a different experienced marker. The second result will be that recorded as attained by the candidate.

A response will be provided under normal circumstances within 40 working days.

### **2. Stage 1 Appeal**

A charge of £25 is made to the teacher, per candidate, for Stage 1 of the procedure. This can only be accepted if the enquiry process has been completed.

If the tutor, or private candidate, is not satisfied with the outcome of the enquiry then they can request an appeal. This will be conducted by the Chief Examiner who will give due consideration to the two sets of marking and confirm the marks.

A response will be provided to the Approved Dance Centre or private candidate, under normal circumstances within 40 working days.

### **3. Stage 2 Appeal**

A charge of £50 is made to the teacher, per candidate, for Stage 2 of the procedure.

If the tutor, or private candidate, is not satisfied with the outcome in Stage 1, they may appeal within 14 working days of the date of issue of the previous decision to Gqal. Gqal will consider all the previous evidence. This will be acknowledged within 5 working days. A response will be given within 40 working days. This is the final stage of appeal.

If a teacher/candidate is not satisfied with way the appeal has been conducted, they may complain to Ofqual, the Regulatory Authorities, who will consider the complaint and investigate where appropriate.

In the event of an enquiry or appeal being upheld at any stage the appeal fees will be refunded.

### **Appeal against withdrawal of registered teacher status**

Withdrawal of registered teacher status may be made if consistent poor results (more than 25% failure), are received, and thereafter in spite of regular CPD training days, failure to improve, over a period of at least three years.

An appeal may be made against this decision to a panel consisting of the Grand Council & Board of Directors combined. This must be received within 10 working days of the receipt of the notification to remove registered teacher status. The panel will give their decision within 40 working days.

Further appeal may be made within 10 working days of the notification of their decision to Council, to be heard at the next due meeting, and their decision will be notified within 7 working days of that meeting.

If the teacher is not satisfied with the way the appeal has been conducted they may complain to either BDQT, Gqal and/or the Regulatory Authorities, who will consider the complaint and investigate where appropriate