



Vicky
Michelle
Academy
of Dance

ENQUIRIES & APPEALS POLICY

VMA DANCE endorses the principle of the right to appeal against a result and those who submit an enquiry or appeal about a result will not be disadvantaged in any way by doing so. Appeals will be dealt with swiftly and fairly.

If, after receiving the results from a session, a student wishes to make an enquiry concerning the reasons for marking, it should be addressed with the Tutor within 14 working days of the result being issued. The Tutor will then go over with the students reasons for the marking and give further feedback.

Should the student wish to have it reassessed the Internal Verifier will then look over the assessment of the tutor and feedback

ISTD EXAMS

Appeals will be submitted to the ISTD.

BTDA EXAMS

Appeals will be submitted to the BTDA

SLQ Sports Leaders

Learners who wish to appeal about their assessment results or about a related decision should either be supported by their Centre and/or should have exhausted their Centre's own appeals process before appealing to us. In the latter case, learners must provide us with evidence that they have first appealed to their Centre. It's expected that learners will only appeal directly to us in exceptional circumstances.

When submitting an appeal please either use the Learner Appeal Form or Centre Appeal Form at the end of this document or provide your own details with the following relevant supporting information to contact@sportsleaders.org:

- Centre name, address and contact details
- Learner's name, contact details and SLQ learner registration number
- Date(s) you or the learner received notification of Sports Leaders UK/SLQ's decision
- Title and number of the SLQ qualification or award affected, or nature of service affected

(if appropriate).

- Full nature of the appeal.
- Any relevant supporting evidence.
- Contents and outcome of any investigation carried out that relates to the issue.