

# NATD

## National Association of Teachers of Dancing

### Appeals Policy

The NATD upholds the principle of the right to appeal against a result and aims to deal with all properly lodged Appeals in an impartial and transparent manner.

It is the policy of the NATD to act fairly and without bias or prejudice in all its dealings with examination candidates and their teachers. Candidates and teachers who choose to lodge an Appeal will not be disadvantaged by so doing.

The NATD endeavours to ensure through its training and monitoring of Examiners that there is consistency of assessment. Entry for NATD examinations is deemed to constitute the acceptance of the artistic judgment of the Examiner.

#### **Grounds for Appeal**

##### **Appeals on the results of assessments**

A candidate or teacher has grounds for appeal if:

- There have been irregular procedures on the part of the Examiner (e.g. questions asked or steps requested which were outside the limits of the syllabus)
- An irregularity occurred outside the examiner's or candidate's control
- There was evidence of Examiner misconduct

Appeals which question the artistic judgment of the Examiner will not be accepted. This is because the nature of dance examinations is such that candidates are assessed on a single performance on one specific occasion, which does not produce lasting evidence, thus making it impossible to make a fair investigation into such an appeal.

##### **Appeals on decisions regarding Reasonable Adjustments and Special Considerations**

A candidate may make an appeal against NATD if they have been refused a request for a special consideration or reasonable adjustment. In these cases, the Quality Assurance Manager and the Quality Assurance Panel will review the application and make a final decision about whether the grounds for refusal was justified in terms of the equal opportunities and fair access to assessment policy and the policy for reasonable adjustments and special considerations.

The Quality Assurance Manager will make the decision known to the candidate within 10 days of the decision being made.

If a candidate wishes to take their appeal further, they can contact the regulatory authorities.

##### **Appeals on decisions following an investigation into malpractice or maladministration**

Please see NATD's Malpractice and Maladministration policy for details about how to appeal about decisions following an investigation into malpractice or maladministration.

#### **Method of Appeal**

The appeal should be made through the Principal of the School or Teacher who entered the candidate.

### **First Level of Appeal**

An Appeal must be made in writing by the Principal of the school or the teacher who entered the candidate and sent by post or email to the Quality Assurance Manager, NATD Ltd., National House, Turnfields Court, Turnfields, Thatcham, Berkshire, RG19 4PT or [exams@natd.org.uk](mailto:exams@natd.org.uk). The grounds for the Appeal must be clearly set out and accompanied by the candidate's original Report Form. This should be sent no later than fourteen (14) days after the result has been issued to the Centre or after a Result Enquiry Service Report has been received. Acknowledgement of this Appeal will be sent to the Teacher within 7 working days of receipt.

The Quality Assurance Manager will carry out an initial investigation into the appeal which includes:

- consideration of the comments of the Examiner written during the examination;
- consultation with any other appropriate person(s);
- consideration of the published criteria for the examination;
- statistical evidence relating to the record of the Examiner and the result history of the Teacher whose candidate is the subject of the enquiry.

A response will be sent to the Teacher within 40 working days.

### **Second Level of Appeal**

Those who are not satisfied with the decision made in Stage 1 may proceed to a second level of Appeal, which will include a hearing before the Appeal Panel. Appeals should be made in writing to the Chief Executive Officer clearly stating the further grounds on which they are pursued and sent to NATD Ltd., National House, Turnfields Court, Turnfields, Thatcham, Berkshire, RG19 4PT or [info@natd.org.uk](mailto:info@natd.org.uk). They should be postmarked no later than fourteen days from the receipt of the previous decision. The Head of the Centre (Principal of the School) or teacher may be invited to attend the hearing.

Acknowledgement of this Appeal will be sent within 7 working days of receipt.

The CEO together with an Appeals Panel will consider all previous evidence and will make a decision about individuals to be consulted via a hearing. The Chair of the Appeals Panel (CEO) will be responsible for convening the hearing and contacting individuals who are requested to attend. Following the hearing the Appeals Panel will make a decision and a response will be sent within 40 working days from the CEO on behalf of the Appeals Panel.

If the Appeals Panel decides that the Appeal should be upheld either an adjustment to the mark will be made, or the candidate will be offered a re-examination free of charge. The Appellant will be asked to respond within fourteen (14) days of receiving such an offer.

Acceptance of the offer of a re-examination terminates the Appeal procedure and no further action can be taken.

If the results of an appeal called into question the accuracy of other results as it was considered that the underlying reason for the success of that appeal was not just pertinent to the individual but was likely to have affected other results, then those other candidates would be offered a re-examination at no cost to themselves to protect the interests of all candidates and the integrity of the qualification. The original result would be declared void and records would be amended accordingly. A re-examination will be carried out by a Senior Examiner who has no personal interest in the decision being appealed.

## **Group Appeals**

An appeal made on behalf of a group of candidates will follow the same process as in Stages 1 & 2.

## **Third Level Appeal**

If a candidate or teacher is still unsatisfied with the outcome of the second stage appeal, they may take their appeal to the regulatory authorities i.e. Ofqual/CCEA should they so wish.

NATD will cooperate fully with the regulatory authorities in all investigations.

If the decision has been made to uphold the appeal in favour of the candidate, NATD may either:

- Make an adjustment to the marks if it is found that additional information should have been provided by the Examiner on the official report form.
- Offer a free re-examination with a different Examiner within an agreed timescale.

In the case of a successful appeal, the Chief Executive Officer and the Quality Assurance Manager, in conjunction with the Appeals Panel, will decide on the action to be taken which could involve:

- Identification of other candidates who may be affected by the appeal decision and make contact with them should it be appropriate to do so to discuss further action to be taken.
- Retraining of the Examiner in question in the case of recording of marks and comments accurately
- A review of the statistics for that particular Examiner for the session to ensure that other marking has been carried out according to the procedures
- In the case of an appeal against an examiners conduct, the examiner will be monitored by a senior Examiner for a period to be decided by the Quality Assurance Manager and the Quality Assurance Panel to be signed off only when all concerned are satisfied that the Examiner is adhering consistently to the examination requirements.
- Review of the following procedures – design and development of assessment if it is felt that the examination syllabus or criteria are the reason for the appeal, review of quality assurance procedures should these be in question.

The Quality Assurance Manager will report back once actions have been taken and keep any processes or individual examiners under review. The Quality Assurance Manager will be expected to produce regular 6 monthly reports about the effectiveness of the actions until such time as the Quality Assurance Panel are satisfied that the new procedures or re-standardisation are in place and working appropriately.