

# NATD

## National Association of Teachers of Dancing

### Enquiries Procedure

#### **Result Enquiry Service**

In the majority of practical examinations, the criterion-based marking system should provide teachers and candidates with sufficient feedback to indicate the candidate's strengths and weaknesses as evidenced on the day of the examination.

However, there may be occasion when a more detailed feedback is required to explain an unexpected result or set of results.

Result Enquiries will only be accepted from the candidate's school or teacher; they cannot be accepted from candidates themselves or their parents.

Teachers should note that this service is quite separate from the Appeals procedure. No result will be changed as a result of an enquiry except in the event of a clerical/arithmetical error being found.

#### **Enquiry Concerning a Result**

If after receiving the results of an examination session, a teacher wishes to make an enquiry concerning the reasons for the marking of a particular candidate it should be notified to Head Office [exams@natd.org.uk](mailto:exams@natd.org.uk)

NATD Ltd. National House, Turnfields Court, Turnfields, Thatcham, Berkshire, RG19 4PT

This enquiry should be dated no later than 14 days after issue of results from the Examination Department. The information should include:

- Date of examination
- Level and Branch of the examination
- Examiner's name
- Centre number
- Candidate's name and Pin number
- Reasons for the enquiry
- A copy of the Candidate's Report form

The enquiry will be passed to the Chief Executive Officer or the Quality Assurance Manager and a response will be provided, under normal circumstances, within 40 working days.

Should the result of the enquiry require further consideration please refer to the procedures outlined in Stage 2 of The NATD Appeals Policy.