



Assessment Appeals Policy

Yoga Scotland Assessment Appeals Procedure is aimed at student teachers who have completed the external teaching practice assessments (ETP). It sets out the process to be followed when submitting appeals, and the process that YS will follow (except in exceptional circumstances) when responding to appeals. It is also for use by YS staff to ensure that appeals are dealt with in a consistent manner.

On occasion student teachers may disagree with a decision.

Step 1 - Immediately following the ETP student concerns are normally dealt with informally between the student teacher, the Course Tutor and Assessment Co-ordinator.

Step 2 - If the student still feels that the assessment was unfair in any way then a further discussion may be required with the Course Administrator. and might involve discussion with the assessor.

Step 3 When an understanding cannot be reached, the student teacher will be informed of further options including a formal appeal against the decision, and this should be processed according to the YS Appeals Procedure.

Step 4 It may be appropriate for the lead tutor to add background information to the appeal.

Yoga Scotland's Assessment Appeals Procedure is intended as a guide for student teachers and will be added to the YS TT Course Induction Pack. The policy, along with the right of appeal against any decision deemed by the student to be unfair, will be explained to the students prior to their first assessment.

An appeal should be made in writing on the YS Appeals Form within a 10-day period from receipt of the formal assessment report. It is essential that all relevant personnel should retain all evidence relating to an appeal until the outcome has been finalised.

Yoga Scotland will acknowledge receipt of the appeal within 5 days and will aim to respond fully to the appeal within 21 days.

In some cases, the review process may take longer, if further information is required or the matter is particularly complex. Yoga Scotland will ensure that the person carrying out the review does not have a personal interest in the dispute and was not involved in the original decision.