

British Dressage Judge Qualifications



Appeals Procedure

An appeal is appropriate when a candidate disagrees with an assessment decision and feels that they have not had a fair assessment. The appeals investigation will focus on whether the procedures and policies in place within BD have been followed properly and fairly by the Examiners in arriving at their assessment decision.

Alternatively, this procedure also applies in situations where a candidate's personal circumstances have prevented them from keeping up with the relevant CPD requirements to remain a listed judge.

Appeals Deadline

Candidates who wish to appeal must do so within 14 days of receiving the disputed assessment decision/letter of notification of removal and are advised to keep copies of all documents relating to the appeal.

How to Appeal

If a candidate feels they have not had a fair assessment, or that they have a valid reason as to why they have not completed their CPD requirements, they can appeal in writing to the BD Training & Education Manager. BD will write to them to acknowledge receipt of the appeal and outline the course of action to be taken.

The candidate should provide as much information as possible regarding the appealed assessment. Information should include:

- the date, venue and type of assessment (i.e. part one or part two)
- a brief outline of the reason for the appeal
- any associated documents (i.e. marked papers or marked score sheets or a note from a doctor)

Appeals must be accompanied by payment of £100, which will be returned to the candidate if their appeal is upheld.

Appeals should be sent to: Training and Education Manager, British Dressage, Building 2020, Meriden Business Park, Copse Drive, Meriden, West Midlands CV5 9RG.

E-mail: charlotte.osborne@britishdressage.co.uk.

The Training & Education Manager will carry out an investigation and will review the evidence with a senior Examiner. If the appeal relates to the part one (the written paper) or part two (the DVD paper), input from one of the senior judges who set the marks will be included.

The candidate will receive a decision in writing within one calendar month, detailing the findings, stating whether the appeal was upheld and to confirm any future action required.

This will be to either:

- uphold the original assessment decision / marks
- amend the marks from the relevant question / movement / scoresheet and amend the outcome accordingly
- offer the candidate an opportunity for a resit/reassessment free of charge

The decision will also be communicated to the original assessor. Copies of records of appeals are retained with the assessment and appeals record for a minimum of three years.

Further Complaint

If a candidate has followed the appeals procedure and remains dissatisfied with the outcome, they have the right to formally lodge an objection with the BD Chief Executive, within 20 working days of the decision being communicated to them by the Training & Education Manager.

All such appeals must be made in writing to: Chief Executive, British Dressage, Building 2020, Meriden Business Park, Copse Drive, Meriden, West Midlands CV5 9RG.

E-mail: Jason.brautigam@britishdressage.co.uk

It is the responsibility of the Education & Development Manager to ensure that this procedure is published and accessible to all personnel, candidates and any relevant third parties, in accordance with the BD code of good governance.