



BTEC APPEALS POLICY

**Reviewed by the Governing Body
January 2021**

Introduction

All learners are able to formally challenge an assessment mark or grade awarded. In the first instance, they should discuss this with their BTEC teacher / assessor. If they are still dissatisfied, they should discuss with the BTEC Programme Manager and/or Quality Nominee (Mr Samuel Jenkins). If still unresolved then they should refer to the centre appeals policy for internally assessed work for external qualifications displayed on the school website.

Aims:

- To enable the learner to enquire, question or appeal against an assessment decision.
- To attempt to reach agreement between the learner and the assessor at the earliest opportunity.
- To standardise and record any appeal to ensure openness and fairness.
- To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.
- To protect the interests of all learners and the integrity of the qualification.

In order to do this, the centre will:

- Inform the learner at induction, of the Appeals Policy and procedure.
- Record, track and validate any appeal.
- Forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.
- Keep appeals records for inspection by the awarding body for a minimum of 18 months.
- Have a staged appeals procedure.
- Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.

Appeals Procedure

If pupils have any concerns with regards to their individual assignments then the following procedure should be followed:

Stage One

Speak to the teacher / assessor who has set and marked the assignment, explaining the reason for your concerns. The tutor, after considering your explanation, will provide a response with a clear explanation of the decision taken. If the pupil still remains unhappy with the outcome they should proceed to the next stage.

Stage Two

Speak to the Lead internal Verifier / Head of AoLE who will address the issue. He/she will consider the reason for the appeal and the response of the teacher / assessor. A decision will be given to the pupil within 5 working days of the concern being received. If the pupil remains unhappy and wishes to proceed to the next stage the Lead internal Verifier / Head of Faculty must record the appeal.

Stage Three

The Lead Internal Verifier / Head of AoLE will forward relevant details to the Quality Nominee who must convene, within 10 working days, a panel comprising him/her-self, the Lead Internal Verifier / Head of AoLE, pupil, the teacher/assessor and a parent / carer. The Quality Nominee must make a decision and inform all parties within five working days of the Appeals Panel meeting. This decision is final. Records of all appeals are to be kept and made available to the examination board if there is any change to an internally assessed grade as a result of an appeal.

Quality Nominee: S Jenkins

Date:

To be updated annually by the quality nominee.