



# ALSTON MOOR FEDERATION

## Samuel Kings Schools BTEC Appeals Policy

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### **Aim**

1. To enable the learner to enquire, question or appeal against assessment decision
2. To attempt to reach agreement between the learner and the Assessor at the earliest opportunity
3. To standardise and record any appeal to ensure openness and fairness
4. To facilitate a learner's ultimate right of appeal to the Awarding Body and the Office of the Independent Adjudicator (BTEC Level 4-Level 7), where appropriate
5. To protect the interests of all learners and the integrity of the qualification.

In order to do this, Samuel Kings School 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.

At Pupil Induction lessons, they are given a BTEC Handbook which contains the following information:

## **BTEC Assessment Policy and Academic Appeals Procedure**

### **Student Guidance**

#### **INTRODUCTION**

Samuel King's School takes its responsibility for ensuring the quality and reliability of assessment very seriously. It recognises that high quality assessment practices are an important element of the student experience and that the outcomes of assessment influence students' future lives.

Courses are assessed through tutor-marked assignments rather than end-of module exams. You need to be aware of the volume of work that needs to be generated on an on-going basis to complete these assignments and the importance of getting that work handed in for assessment by the given deadline.

You will be closely monitored throughout the course and your subject teachers will keep detailed records of your progress. This information will be used for reports and parents evenings and regular updates will be sent to form teachers, the Deputy Head teacher and Head teachers to follow up where necessary.

You will be required to keep a record of your own achievement as follows:

- Work handed in for assessment
- Unit grades achieved

If you keep your record sheets up to date you will be aware of your current achievement the grade that you are working towards and what you have to do to improve.

#### **ASSESSMENT ENTITLEMENT**

If you are a student of Samuel King's School, you are entitled to:

- Fair and open assessment practices.
- An assignment indicating the criteria against which you will be assessed, assessment plan, unit specification, and a scheme of work.
- Regular advice, counselling and guidance through tutors.
- Access to an open and fair appeals procedure
- Assessments being carried out regularly and outcomes reported with written and/or verbal feedback

## **ASSESSMENT PROCEDURES**

Essentially the changes are to do with feedback during the assessment process and they fall into 3 stages;

1. Teaching and learning feedback could include, for example:
  - a. Teachers identifying areas for learner progression including further challenge
  - b. Teachers explain how BTEC assessment works and what students need to do in order to achieve a Pass, Merit or Distinction
  - c. Teachers could complete a mock assessment to learn the procedures and help prepare for the final assessment
2. During assessment feedback could include for example:
  - a. Guidance on how to approach the knowledge and skills requirements
  - b. Guidance on appropriate behaviour and approach including confirmation of deadlines etc.
  - c. Confirmation of which criteria the assessor is targeting and clarification of what the assignment brief requires
3. Following assessment feedback on the assessment record should include;
  - a. The criteria the learner achieved (with explanation of the assessor's decisions)
  - b. The criteria not achieved and why (although not a list of instructions on how to get a higher grade)
  - c. General comment on approach, conduct and grammar etc.

## **Resubmission of Evidence**

### **Opportunities for resubmission of evidence**

Because every assignment contributes to the final qualification grade, it may be appropriate for the Lead Internal Verifier to authorise one opportunity for a learner to resubmit evidence to meet assessment criteria targeted by an assignment.

Because every assignment contributes towards the final qualification grade, the new rules framework allows for one resubmission of evidence for each assignment. There are now clear guidelines around when and how your Lead Internal Verifier can authorise a resubmission which ensure any resubmissions are fairly and consistently implemented for all learners.

### **When can a Lead Internal Verifier authorise a resubmission?**

The Lead Internal Verifier can only authorise a resubmission if all of the following conditions are met:

- The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension
- The tutor judges that the learner will be able to provide improved evidence without further guidance

- The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by the learner.

Appeals may be made under the following circumstances;

- If the student is dissatisfied with individual assessment outcomes for a unit element or individual performance criteria
- If the student is dissatisfied with their assessment outcome at the end of the course
- If the student has any personal circumstances which may have affected his/her ability to complete assignments and meet deadlines

In the event of a student wishing to make an appeal against an assessment decision, the following steps would be followed;

- 1 - The student must speak to the teacher to discuss the assessment decision.
- 2 - If the student is still dissatisfied they may appeal to the quality nominee.
- 3 - The assignment will be reassessed by an internal verifier (IV) who will provide the student with feedback within two weeks.
- 4- If the student is still dissatisfied then they can contact Pearson directly to appeal against the decision

### Useful links

The BTEC Enquiries and appeals Policy. This only applies after the internal centre processes have been exhausted.

[https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Enquiries\\_and\\_Appeals\\_on\\_Pearson\\_Vocational\\_Qualifications.pdf](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Enquiries_and_Appeals_on_Pearson_Vocational_Qualifications.pdf)

### Monitoring Arrangements

This policy will be reviewed annually by the Governing Board.

<b>Version Control</b>	
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