

BTEC Appeals Policy

Aims:

1. To enable the learner to enquire, question or appeal against an 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
5. To protect the interests of all learners and the integrity of the qualification.

In order to do this, Carr Hill High 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.

Appeals Procedures

- Appeals process is included in the BTEC student handbook

Appeals against assignment grades

1. Appeal to lead IV. – must be in writing from student and parent giving reasons for appeal. Learners may appeal if they feel their assignment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
2. Lead IV review assignment and decision and report back findings within 10- working days – where the lead IV is the assessor review will be done by the quality nominee.
3. Decision given to both parent and students – by letter
4. Notify QN and Head of centre

Assessment decision changed

1. Lead IV meet with assessor to explain the reasons for the change – notify QN/ Head of centre
2. Action plan drawn up if there are concerns about the IV process



Appeals to the Head of Centre/ awarding body

1. Appeals should be in writing to the Head of centre.
2. Appeals should be made in writing (by 30 June at the latest if end of course) to the head of centre who will decide whether the initial appeals process used conformed to the necessary requirements
3. The head of centre's findings will be notified in writing to the learner, copied to the exams officer and recorded for awarding body inspection.
4. Where learner considers that the decision continues to disadvantage them, the Head of Centre will forward appeal to the awarding body as per Pearson's appeals policy. Pearson's appeals policy is republished for each exam/assessment season and can be found on their website.

Last Reviewed: **September 2022**

Next Review date: **September 2023**