**Godolphin School – BTEC Appeals Policy**

Aim:

* 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.

**Procedures for appeals:**

* **Appeals procedure stages:**
  + **Stage 1 – Informal:** Learner consults with Assessor within a defined period of time following the assessment decision, to discuss an assessment decision. If unresolved, then the issues are documented before moving to stage 2
  + **Stage 2 – Review:** Review of assessment decisions by Lead Internal Verifier (SCD or DH). Learner notified of findings and agrees or disagrees, in writing, with outcome. If unresolved, move to stage 3
  + **Stage 3 – Appeal hearing:** Senior Management (Mr Budd as QN) hears the appeal: last stage by the centre. If unresolved, move to stage 4
  + **Stage 4 – External appeal:** The grounds for appeal and any supporting documentation must be submitted by the centre to Pearson within 14 days of the completion of Stage 4: a fee is levied
  + **Recording appeals:** each stage should be recorded, dated and show either agreement or disagreement with decisions. Documents must be kept for a minimum of 18 months
* **Learner induction:** Informs the learner of the appeals procedure
* **Learner appeals procedures:** A staged procedure to determine whether the assessor
  + used procedures that are consistent with Pearson’s requirements
  + applied the procedures properly and fairly when arriving at judgements
  + made a correct judgement about the learner’s work

This is what the appeals form looks like.

Name………………………………………………. Date………………………………………………... Course……………………………………………... Teacher/assessor…………………………………. Grade given……………………………

Please write a brief description below of the reason you are appealing and explain

why you are unhappy with the tutor/assessor’s decision.

……………………………………………………………………………………………………………

If you would like someone to help you fill in this form you can ask your parent, form tutor, head of team or another person.

**Appealing External Assessment**

In the first instance talk to the leader of your BTEC Programme. He or she should then contact the exams officer. Your teacher will keep you informed of the proress of your appeal. This should be done with 5 working days.

This policy will be reviewed every 12 months by Quality Nominee – George Budd.

Last reviewed – September 2017