



ST JOSEPH'S CATHOLIC
HIGH SCHOOL

BTEC APPEALS POLICY

2020-2022

Date of Review: January 2020
Next Review Date: January 2022

Aim:

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

In order to do this, St Joseph's Catholic 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.
- 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.

Assessment Decisions – Student Appeals Procedure

Students will be informed about the appeals procedure in their induction.

The Quality Nominee will be responsible for the management of internal appeals.

Appeals Procedure Stages

Informal: The Learner should consult the Assessor within 1 week of the assessment decision to discuss the assessment outcome. If unresolved then the issues are documented by the Assessor and the Quality Nominee will be informed.

Review: The Quality Nominee will nominate the Lead Internal Verifier to lead the review together with the Internal Verifier and an Assessor who has appropriate competence but no previous involvement in the assessment of that student and has no personal interest in the outcome of the review. The Lead Internal Verifier will inform the learner in writing of the findings of the review within a period of 3 days.

Appeal Hearing: Senior Management, including the Head of Centre will hear any appeal following review. Learners may be allowed representation by a parent/guardian or friend if requested. This is the last stage by the Centre.

External Appeal: The grounds for appeal and any supporting documentation must be submitted by the Centre to Pearson within 14 days following the appeal hearing. The learner is required to contact Pearson at vocationalqualitystandards@pearson.com

Recording Appeals: Each stage will be recorded, dated and will show the final outcome. All documents must be kept for a minimum of eighteen months and made available to Pearson on request.

Monitoring of Appeals: Undertaken by Senior Management to inform development and quality improvement in the Centre. Appropriate action will be taken if the outcome of an appeal questions the validity of other results, and the Lead Internal Verifier will be instructed to review the assessment and internal verification procedures of the unit in question.

Students can only appeal on the following grounds: -

If they feel the grading criteria is being met

If they feel that they have not been supported during the assessment of the unit

If the teacher is not willing to accept alternative evidence as meeting the evidence requirement

Guidance on assessment can be found in the BTEC qualification specification

https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Enquiries_and_Appeals_on_Pearson_Vocational_Qualifications.pdf

This policy will be reviewed every 12 months by the Quality Nominee and the Examinations Officer