

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 and the Office of the Independent Adjudicator (BTEC Level 4-Level 7), 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 the Year 12 BTEC Information Evening and subsequent induction lessons, of the Appeals Policy and procedure:

Step 1: Learner to discuss assignment with Assessor within 10 school days of feedback.

Step 2: Learner to discuss assignment with Programme Lead and indicate in writing why he/she is unhappy with the assessment. Subsequently, the assignment will be remarked by the Internal Verifier within 20 days of the initial feedback.

Step 3: The learner will have a further 10 days to appeal using the Royal Russell School Complaints Policy available on the school website or complete the Exam Department's [Complaints and Appeals Procedure form](#).

Step 4: Learner to appeal directly to the exam board.

- 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.


This policy will be reviewed annually by the Quality Nominee.

Links

BTEC qualification specifications: These provide guidance on assessment for each BTEC qualification. All staff teaching on BTEC programmes should have access to the relevant specification.

Enquiries and appeals about Pearson vocational qualifications policy:

This is Pearson's policy on learner appeals. Please note, this does not apply until internal centre processes have been exhausted.

Signed 
QN

Date ...29.6.20.....