



## BEACON ACADEMY

### BTEC Learner Appeals Policy

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**Updated**

**September 2017**

**Date Approved by:**

**Pearsons**

**Date of Review:**

**Summer Term 2018**

**Responsible Department:**

**SLT**

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## **BTEC Learner Appeals Policy**

Aims of the policy:

- 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 learners ultimate right of appeal to the awarding body, where appropriate.
- To protect the interests of all learners and the integrity of the qualification.

If there is still a discrepancy or a requirement to appeal then the learner can follow the following 3-stage approach as outlined in the learner handbook:

### **APPEALS PROCEDURE**

#### **Stage 1**

#### **Assessor and candidate**

If you disagree with an assessment you must discuss your reasons with the assessor concerned as soon as possible. Normally this will be immediately after you receive the assessment decision. If this is not convenient, you should arrange an appointment with the assessor.

The assessor will consider your reasons and look again at your work. S/he must then give you an immediate response, which must be:

- a) a clear explanation backed up in writing, of the assessment decision and
- b) a new decision or confirmation of the original decision.

If you agree with the assessor's response then the appeal stops at that point.

You must tell the assessor if you are still unhappy with the decision, your appeal will then go to stage 2.

#### **Stage 2**

#### **Internal Verifier**

If you are still dissatisfied after stage 1, you must ask the internal verifier for a re- assessment in writing within 10 working days of the original assessment.

The internal verifier will reconsider the assessment decision taking into account the following:

- a) the candidate's reason for appeal
- b) the candidate's evidence and associated records
- c) the assessor's reason for the decision
- d) the opinion of another assessor from the centre

The internal verifier and quality nominee will try to seek a solution between the assessor and candidate. You must tell the internal verifier if you are still unhappy with the reconsidered assessment decision. The appeal will then go to stage 3.

### Stage 3

### Internal Verification Appeals Panel

The Internal Verification Appeals Panel will normally meet within 2 weeks of the receipt of the appeal by the Internal Programme Verifier, with re-assessment, if deemed necessary by the panel, taking place within 15 working days of the appeals panel meeting.

#### **The decision made at stage 3 is final.**

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 Pearson 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 Pearson for a minimum of 18 months
- Have a staged appeals procedure (see IV Policy) including the opportunity for the learner to appeal to Pearson.
- 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.

Signed ..... Mrs R Thurley – Quality Nominee

Signed ..... Mrs S Worrell – Examinations Officer

Signed ..... Mr J Thurley – Interim Headteacher

This policy will be reviewed every 12 months by the Examinations Officer.