

## **Cardinal Langley RC High School**



### **BTEC Appeals Information Document**

This document is to make you aware of the school's BTEC appeals policy, and the procedure you need to follow should you wish to question or appeal against an assessment decision.

#### **Aim:**

- To allow students to question or appeal against an assessment decision.
- To try to resolve the issues between the student and assessor at the earliest opportunity.
- To standardise and record any appeal to ensure openness and fairness.
- Where appropriate to facilitate a student's right to appeal to the awarding body.
- To protect the interests of all students and the integrity of the qualification.

#### **Procedure:**

If a student feels that the school has not acted in a fair and reasonable way in the assessment of their work, and agreement cannot be reached between student and assessor, the student is entitled to appeal.

There are a number of reasons a student may wish to appeal, including:

- The conduct of the assessment.
- The mark awarded.

- The range of opportunities given in order to demonstrate achievement.

The following details the stages for appeal:

#### **First Stage:**

If a student wishes to appeal against an assessor's decision both parties should complete **Form A within 7 days** of the assessment grade being awarded. The appeal form should then be passed to the Internal Verifier for the subject who will investigate the decision.

#### **Second Stage:**

The Internal Verifier will consider the assessment decision taking into account all relevant evidence that relates to the student's assessment and the reasons detailed on **Form A**.

The Internal Verifier will complete **Form B** and provide the student with the **Second Stage** decision **within 14 days**. The decision will be either confirmation of the original decision or a revised one.

#### **Third Stage-Appeals Panel:**

If the student is still dissatisfied they must inform the Internal Verifier **within 7 days** of the **Second Stage** outcome, and the appeal can then be taken to an **Appeals Panel**. The **Appeals Panel** will consist of:

- The Assessor
- The Internal Verifier
- The Quality Nominee

The **Appeals Panel** will consider all relevant evidence which relates to the student's assessment together with **Form A** and **Form B**.

The student will have the right to attend the **Appeals Panel** meeting and to be accompanied by a parent/guardian.

The **Appeals Panel** must reach a decision **within 14 days** of being informed by the Internal Verifier that the student wishes to proceed to the **Third Stage**.

The decision must be recorded on **Form C**, which must be made available on request on inspection by the awarding body, and retained by the school for a minimum of 18 months.

The decision of the **Appeals Panel** will only be subject to review by the awarding body.

#### **Fourth Stage:**

The student may appeal directly to the awarding body if they believe that their concerns have not been addressed through the school's appeals process. The appeal should be e-mailed to [vocationalstandards@pearson.com](mailto:vocationalstandards@pearson.com).