

Appeals Procedure (BTEC) for Students

Any student who is unhappy with the grade of an assessed assignment has the right to appeal.

You can only appeal if you believe that the assessor may not have taken full account of all the evidence available or you believe that the assessor did not follow the correct procedures.

You must lodge an appeal within a fortnight of receiving a grade and feedback from your class teacher. If you wish to launch an appeal you must follow the following procedure:-

1. Start by speaking to your class teacher. Complete the Stage 1 form below and ask them for further feedback. In most cases your class teacher should be able to explain to you why a certain level was awarded and what additional information or level of response was required for a higher level.
2. Should you still be unhappy, you must complete the Stage 2 appeals form below. Include as much information as you can as to why you feel your work deserves a higher grade. The completed form should be handed to Miss Burrows, the Academies Quality Nominee. She will pass this onto the Lead Internal Verifier for the subject concerned. The Lead IV will consider your views and will re-assess your work. The outcomes of this moderation process will be fed back to both you and the class teacher. If a change of grade is required, this will be acknowledged on your record sheet.
3. If a satisfactory outcome is still not reached you must complete the Stage 3 form below and make an appointment to see Miss Burrows (QN). Your assessments will be looked at by a panel comprising of Miss Burrows, Mrs Chambers (EO) and the Internal Verifier. If an outcome is still not reached, the appeal will be discussed with the Principal before submitting all evidence to the Examination Board

Statement for Students

If at any stage during your BTEC course you have concerns about the procedures used in assessing your internally marked work you should see Mrs Burton as soon as possible. Marking accurately is essential if you are to achieve. Please don't hesitate if you have concerns, your appeal will be taken seriously and you will not be looked down upon for a registering a concern.

Appeals procedure stages

Stage 1 (Informal)

Learner consults with assessor within 2 weeks, to discuss the 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/Quality Nominee. Learner notified of findings. If unresolved, move to stage 3.

Stage 3 (Appeal Hearing)

Senior management hear 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 Edexcel within 14 days of the completion of Stage 3.

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.

Monitoring of appeals: undertaken by senior management to inform development and quality improvement.

This policy will be reviewed every 12 months by QN.

INTERNAL APPEAL RECORD FORM STAGE 1

BTEC Qualification:	Unit Number:
Student:	Assessor:
Internal Verifier:	Senior Manager:

Stage One (Unit Assessor)	Response within 5 working days
Reason for Appeal (please give full details): Date:	Outcome: Date: Assessor Signature: IV Signature: Senior Manager Signature:

I agree/disagree with the outcome of Stage One of the appeal.

Student Signature :

INTERNAL APPEAL RECORD FORM STAGE 2

[illegible]

I agree/disagree with the outcome of Stage Two of the Appeal:

Student Signature: _____

INTERNAL APPEAL RECORD FORM STAGE 3

Stage Three (Senior Manager)	Response within 5 working days
<p>Please enter here the reason for disagreement with outcome of second stage of appeal:</p> Date:	<p>Outcome:</p> Date: Student Signature: Assessor Signature: IV Signature: Senior Manager Signature:

Name of Head of Centre:

I confirm that I have received and read a copy of this internal **BTEC Grading Appeal**