

Archway School - BTEC Appeals Protocol

Aim:

- To enable the learner to enquire, question or appeal against an internal 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, where appropriate.
- To protect the interests of all learners and the integrity of the qualification.

In order to do this, Archway staff 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 him/her 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.

Emily Fowler, Quality Nominee, will review this policy annually

Next review date: 23rd July 2018

Appeals Procedure

Any student unhappy with the grade of an assessed assignment has the right to appeal according to the guidelines and regulations issued by Pearson.

You must lodge an appeal within 2 weeks of grading. The formal procedure is as follows:

1. Inform the assessor (your teacher) that you are unhappy with your grade and seek an appointment with him/her to discuss the matter.
2. Should you still be unhappy, you need to complete a grading appeal form and submit it to your teacher. A meeting will be organised with the Internal Verifier for that unit and your work will be reviewed.
3. If you are still unhappy, a Senior Manager (in this case the Quality Nominee) in the school will be informed and they will make a final decision.
4. If at this stage you are not satisfied, you will be referred to the BTEC appeals procedure.

Archway School BTEC Grading Appeal Form

Student:	Assessor:
Course Title:	
Unit/Component number and Title:	
Student Appeal Reasons:	
Student signature:	Date:
Assessor comment:	
Assessor signature:	Date:
Internal verifier comment:	
Internal verifier signature:	Date
Student feedback:	
Decision accepted: Yes/No	
Student signature:	Date: