



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

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Document Name	BTEC Appeals
Originator	Adam Carter
Approved by	Quality of Education
Review interval	Annual
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This document is part of the group which include	BTEC Assessment BTEC Assessment & Internal Verification BTEC Blended Learning BTEC Collaborative Arrangements BTEC Registration & Certification BTEC Special Consideration and Reasonable Adjustment Exam Contingency
Equality Act 2010 fully considered	Yes
EIA Form Completed	Yes

**The County High School Leftwich**  
**Granville Road, Northwich, Cheshire, CW9 8EZ**  
**Telephone: 01606 333300**

## **BTEC Appeals Policy**

### **1. Aim:**

- 1.1. To enable the learner to enquire, question or appeal against an assessment decision.
- 1.2. To attempt to reach agreement between the learner and the assessor at the earliest opportunity.
- 1.3. To standardise and record any appeal to ensure openness and fairness.
- 1.4. To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.
- 1.5. To protect the interests of all learners and the integrity of the qualification.
  
- 1.6. In order to do this, the centre will:
  - 1.6.1. Inform the learner at induction, of the Appeals Policy and procedure
  - 1.6.2. Record, track and validate any appeal
  - 1.6.3. 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
  - 1.6.4. Keep appeals records for inspection by the awarding body for a minimum of 18 months
  - 1.6.5. Have a staged appeals procedure
  - 1.6.6. 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
  - 1.6.7. Monitor appeals to inform quality improvement.

### **2. Stages of an appeal**

- 2.1. Learner discusses their concern with the assessor of the work who explains their rationale for marks awarded to the learner
- 2.2. If the learner is not satisfied they will speak to the lead internal verifier who will inform them of the next stage of the appeal process
- 2.3. The learner raises the appeal to the Quality Nominee (LM) in writing (see Appendix A) who will acknowledge receipt of the appeal within 3 working days. The Quality Nominee (LM) will instruct the lead internal verifier to review the learners work
- 2.4. Following the review the lead internal verifier will either uphold the appeal or will agree with the original marking decision and will then inform the Quality Nominee (LM) of the decision
- 2.5. The Quality Nominee (LM) will then inform the learner of the outcome of the appeal, in writing, within 10 working days of the appeal being raised. The rationale for the decision will be made clear to the learner
- 2.6. If the learner remains dissatisfied with the outcome of the appeal the Quality Nominee (LM) will refer the student to the Exams Officer who will provide the learner with the relevant information of how to make a formal appeal to Pearson.

This policy will be reviewed every 12 months by LM.

Reviewed September 2023 LM

**Appendix A**

**BTEC Student Appeal Form**



Name: \_\_\_\_\_

Year group: \_\_\_\_\_

BTEC subject and teacher: \_\_\_\_\_

**Please note, appeals must start with a conversation with the assessor (stage 1) and should only proceed if the issue cannot be resolved**

**Description of appeal**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_