

BTEC APPEALS POLICY

Policy Owner:	Mr D Howkins, Vice Principal
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BTEC Appeals Policy

Aims:

1. To enable the learner to enquire, question or appeal against an assessment decision.
2. To attempt to reach agreement between the learner and the Assessor at the earliest opportunity.
3. To standardise and record any appeal to ensure openness and fairness.
4. To facilitate a learner's ultimate right of appeal to the Pearson and the Office of Independent Adjudicator (BTEC Level 4 – Level 7), where appropriate.
5. To protect the interests of all learners and the integrity of the qualification.

In order to do this, Ormiston Sudbury Academy will:

- Inform the learner at induction, of the Appeals Policy and procedure.
- Accurately record, track, and validate any appeal submitted.
- Forward the appeal to the Pearson when a learner considers that an assessment decision continues to disadvantage them after the internal appeals process has been exhausted.
- Keep appeals records for inspection by the Pearson for a minimum of 18 months.
- Have a staged internal appeals procedure.
- 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.

Learner induction, informing them about the appeals procedure

- Students issued with a specific subject BTEC handbook at the start of their course, and this contains information regarding the appeals process.

Stages of learner appeals procedure (both internal and external stages)

Internal

On being informed of their centre assessed marks, if a candidate believes that the procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to their marking, then they may make use of this appeals procedure to consider whether to request a review of the centre's marking.

- Candidates are informed of their centre-assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- Candidates informed that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
- Having received a request for copies of materials, promptly make them available to the candidate within 5 working days.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 working days of receiving copies of the requested materials – by completing the **OSA BTEC grading appeals form**.
- Allow 5 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Inform the candidate in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

External

- Learner must have gone through internal appeals process first.
- If learner wishes to appeal against the centres decision, they need to email Pearson at vocational qualitystandards@pearson.com within 14 calendar days of being told outcome of centre's internal appeals process.
- Pearson will then review that appeal as follows:
 - Acknowledge the enquiry applications within 3 days
 - Respond to the enquiry within 30 days of receiving itIf not happy with the outcome of the enquiry learner then has 14 days to request a Preliminary Appeal review is undertaken.

Recording each stage of the appeals procedure

- OSA BTEC grading appeal form used

BTEC GRADING APPEAL

Student's Name:

Assessor:

Unit Number and Title:

This form must be returned to the tutor within 5 days of the work being marked.

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:

Monitoring appeals

- Exams officer to monitor status of the appeal with awarding body

This policy will be reviewed every 12 months by the Quality Nominee.

