



BTEC INTERNAL APPEALS POLICY

Date for renewal/updates/review	November 2019
Named person responsible for monitoring	Headteacher
Agreed by Curriculum Committee	December 2018

Aims:

- To enable learners to enquire, question or appeal an assessment decision.
- To reach an agreement between learner and assessor at the earliest opportunity.
- To standardize and record any appeal to ensure openness and fairness.
- To protect the interests of learners and the integrity of the qualification.

Sir William Ramsay's policy is designed to uphold consistency and fairness in assessment and awarding of marks and grades.

This document covers the Academy's policy in dealing with appeals against internal assessment in accordance with JCQ regulations, which states that all centres conducting examinations should:

1. Have a published appeals procedure relating to internal assessment decisions;
2. Make this document available and accessible to candidates at induction.

The appeals procedure takes the form of four stages to ensure integrity is maintained.

Stage One- Verbal

If a candidate is unhappy about the mark awarded for internal assessment they should proceed as follows:

1. The candidate should ask the subject teacher to explain why the mark was given.
2. If the candidate is still not happy with the explanation they receive then they should contact the Head of Department/Lead Internal Verifier for that particular subject area.

Stage Two- Written

If the situation has still not been resolved then the candidate has the right to a written appeal.

1. The appeal should be made in writing to the Head of Department stating the details of the complaint and the reasons for the appeal.
2. The teacher(s) concerned in marking the assessment, which is the subject of appeal will respond to the appeal in writing.

Stage Three- Meeting

If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel. The appeals panel will normally consist of the Head of Department, the member of staff concerned and a member of Senior Leadership unconnected with the subject concerned. The candidate can be supported in the presentation of his/her case by a parent/guardian. A written record should be kept of the proceedings and should include the outcome of the appeal and the reasons for this. A copy of the records should be sent to the candidates.

Stage Four- Outcome

The Academy will maintain a written record of all appeals. The Academy will inform the Awarding Bodies of any change to an internally assessed mark as a result of an appeal and keep appeals records for inspection by the Awarding body for 2 years. All appeals should have been resolved by the date of the last externally assessed paper of the examination series.

Note: Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the Academy's control will not be considered in the Academy's appeals procedure.

Links:

[BTEC qualification specifications](#): These provide guidance on assessment for each BTEC qualification.

[Enquiries and appeals about Pearson vocational qualifications and End Point Assessment Policy](#): This is Pearson's policy on learner appeals. Please note, this does not apply until internal centre processes have been exhausted.

This policy will be reviewed every 12 months by the Centre's Quality Nominee and SLT.

