

# Ballyclare Secondary School



“Every child deserves a rewarding educational experience.”

## BTEC Appeals Policy

<b>Date of last review</b>	January 2023
<b>To be reviewed</b>	September 2024

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**Purpose of the policy:**

1. To outline how learners can appeal against internal assessment decisions.
2. To review whether a decision that's been made should be overturned or changed.
3. To ensure the integrity of the qualification

**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 Pearson and the Office of the Independent Adjudicator (BTEC Level 4-Level 7), where appropriate.
5. To protect the interests of all students and the integrity of the qualification.

**To do this, Ballyclare Secondary School will:**

- Inform the learner at induction, of the Appeals Policy and procedure. Lead Internal Verifiers must ensure that the learner handbook for their programme includes information on the Appeals Policy.
- Accurately record, track, and validate any appeal submitted. The learner should consult the Assessor within 1 week of the assessment decision to discuss the assessment outcome. If the issues are unresolved, the Assessor needs to document the issue using the template below (Document 1) and inform the Quality Nominee.
- Hold a meeting to include the Quality Nominee, Lead Internal Verifier, Internal Verifier and an Assessor to review the assessment of that learner. This will be documented using the template below (Document 2). The Senior Leadership Team & the Head of Centre will be informed on the review and will hold a meeting along with a parent/guardian to review the decisions made.
- Forward the appeal to Pearson when a learner considers that an assessment decision continues to disadvantage them after the internal appeals process has been exhausted. This must be within 14 days of the appeal hearing with The Senior Leadership team and the Head of Centre.
- Keep appeals records for inspection by the Pearson for a minimum of 18 months. Each stage will be recorded, dated and will show the final outcome.
- Employ a staged internal appeal procedure as detailed on page 3 of the Appeals Policy.
- 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. This is undertaken by Senior Leadership to inform development and quality improvement in the Centre. Appropriate action will be taken if the outcome of an appeal questions to validity of any other results. The Lead Internal Verifier may be instructed to review the assessment and internal verification procedures of the unit in question.

## **Appeal Procedure Stages**

### Stage 1 - Informal:

The Learner should consult the Assessor within 1 week of the assessment decision to discuss the assessment outcome. If unresolved then the issues are documented by the Assessor and the Quality Nominee will be informed.

### Stage 2 - Review:

The Quality Nominee will nominate the Lead Internal Verifier to lead the review together with an Internal Verifier and an Assessor who has appropriate competence but no previous involvement in the assessment of that student and no personal interest in the review outcome. The Lead Internal Verifier will inform the learner in writing of the findings of the review within a period of 3 days.

### Stage 3 - Appeal Hearing:

Senior Leadership, including the Head of Centre, will hear the appeal following review. The learner may be allowed representation by a parent/guardian or friend if requested. This is the last stage carried out by the centre.

### Stage 4 - External Appeal:

The grounds for appeal and any supporting documentation must be submitted by the Centre to Pearson within 14 days following the appeal hearing by the Quality Nominee. The learner is required to contact Pearson at [vocationalqualitystandards@pearson.com](mailto:vocationalqualitystandards@pearson.com) for updates on the appeal.

Students can only appeal on the following grounds:

- If they feel that they have not been supported during the assessment of the unit.
- If the teacher is not willing to accept alternative evidence as meeting the evidence requirement.

## **Definitions**

### Appeal:

A request from a learner to revisit an assessment decision which he/she considers will disadvantage them.

### Appeals procedure:

A standard, time limited, documented process for the centre and learner to follow how an appeal is made.

## **Responsibilities**

Learner: responsible for initiating the appeals procedure, in the required format below

Assessor: responsible for providing clear achievement feedback to learners. If assessment decisions are questioned, the Assessor is responsible for processing the learner's appeal within the agreed time.

Lead Internal Verifier: responsible for judging whether assessment decisions are valid, fair and unbiased.

Quality Nominee: responsible for submitting an appeal in writing, to Pearson, if the learner remains dissatisfied with the outcome of the centre's internal appeals procedures.

## **Links**

Links to key Pearson Centre Documents that may be helpful for staff when reading or using these policies & procedures.

<https://support.pearson.com/uk/s/article/Post-Results-Appeals#q2e>

**Document 1:**

(Completed by Assessor & Learner)

BTEC Qualification:	Unit Number:
Student Name:	Assessor:

Stage 1 (Unit Assessor)	
Reason for appeal (please give full details):	Outcome between learner & Assessor:

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

Assessor Signature: \_\_\_\_\_

Lead Internal Verifier Signature: \_\_\_\_\_

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

Learner Signature: \_\_\_\_\_

**Document 2:**

(Completed by the Quality Nominee during the review meeting.)

BTEC Qualification:	Unit Number:
Student Name:	Assessor:

Stage 2 (Review Meeting)	
Reason for appeal (please give full details):	Outcome between Lead Internal Verifier, internal Verifier & Assessor

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

Do you agree/disagree with the original assessment decision given.

Lead Internal Verifier Signature: \_\_\_\_\_ (Agree/Disagree)

Internal Verifier Signature: \_\_\_\_\_ (Agree/Disagree)

Assessor Signature: \_\_\_\_\_ (Agree/Disagree)

Quality Nominee Signature: \_\_\_\_\_ (Agree/Disagree)