



FULLBROOK

A Specialist Mathematics, Science & Technology College with Academy Status

BTEC Appeals Policy

Aim:

- To enable the learner to enquire, question or appeal against an 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 the learners and the integrity of the qualification

In order to do this, the centre will:

- Inform the learner at the 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 her/him 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

This policy should be read in conjunction with the whole school Exam Policy.

This policy was reviewed by the BTEC Teachers Committee on 7 September 2016. Next Review will be in September 2017