



STATIONERS'  
CROWN WOODS ACADEMY  
Executive Principal: Mr David Millar

# BTEC LEARNER APPEAL POLICY UPDATE

Up-dated August 2017

**Aspire, Strive, Thrive,**  
*Relentlessly pursuing excellence...*

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Stationers' Crown Woods Academy is part of Leigh Academies Trust



### **This policy applies to enquiries or appeals made where:**

- The centre disagrees with the outcome(s) from Edexcel's external quality assurance activities (e.g. Standards Verifier report);
- The centre disagrees with a qualification decision made by Edexcel (eg rejection of a late certification or registration request);
- A learner considers that a centre decision continues to disadvantage her/him even after the outcome of the centre's internal appeals procedure (e.g. a decision concerning assessment outcomes or reasonable adjustments).

An enquiry or appeal concerning an individual learner must be made through the learner's centre and submitted by the Head of Centre/Principal. The learner's Head of Centre/Principal is required to submit the appeal on the behalf of the learner to Edexcel.

Edexcel expects most enquiries or appeals from individual learners to be resolved within the centre, and will only consider an individual learner's enquiry or appeal after the centre's internal enquiries or appeals procedures have been fully utilised. (EDEXCEL)

The role and purpose of this policy is 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

In order to do this the centre will:

- Inform the learner at induction of the appeals policy and procedures
- Record, track and validate any such appeal
- Forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the appeals process has been exhausted
- Keep appeals records for inspection by the awarding body for a minimum of 18 months
- Have a staged appeal procedure
- Take appropriate action to protect the interests of other learners and the integrity of the qualification when the outcomes of an appeal questions the validity of other results
- Monitor appeals to inform quality improvement

For BCS Exams please refer enquiries to BCS Qualifications directly

*This policy will be reviewed every 12 months by Corrina Anderson*

Signed by:.....

Date:.....

## **BTEC Appeals Procedure**

As part of BTEC quality assurance procedure and the equality of opportunity of each learner, you have the right to appeal against the grade you have been awarded for submitted BTEC coursework. However, before an appeal is made the student should raise this informally with the assessor (the teacher who marked the work) for consideration.

If you are unable to agree you have the formal right to a Formal Appeal. All appeals must be made in writing to Chris Berkshire (the school's Examination Officer) stating clearly the:

- Course title
- Unit name and number
- Assessor
- Type of work submitted
- Reason for the appeal

You will receive a written response inviting you to a meeting where you will be given the opportunity to put your case to the Appeals Panel. You will be entitled to bring a representative with you, such as a parent/guardian or friend.

The Appeals Panel will consist of at least 4 people:

- i. Vocational Coordinator
- ii. HOS/HOL
- iii. The Assessor
- iv. The Internal Verifier

and Admin staff to minute the meeting

You will receive the Panel's final decision in writing, within 5 working days of the meeting.

Before embarking on a formal appeal it is essential that you are clear about why you disagree with the grade awarded. This is not the forum for you to express disappointment with your grade. An appeal can only be made against the grades awarded to the work submitted by you, and not for other miscellaneous issues.

It is in your best interest that Appeals are made within one month of receiving feedback from your assessor, to ensure any amendments can be made before submission of grades to the exam board.