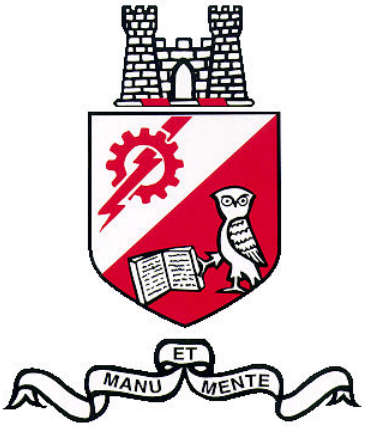
WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

BTEC Appeals Policy

Policy Date	October 2026
Policy to be reviewed	October 2027
Signed by the Headteacher	

WEST HATCH HIGH SCHOOL

Key Staff involved in the procedure

Role	Name(s)
Head of Centre	Mrs Victoria Schaefer
Exams Manager / Deputy Headteacher	Mrs Natalie Steadman
Examinations Officer	Mrs Debora Platman and Mrs Gill Newton
Quality Nominee	Denis Cranwell
Heads of Department	A D'Silva, P Judge, C Kaye, E Korboe

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1. Purpose of the Policy

West Hatch High School is committed to ensuring that BTEC assessment is run as effectively and efficiently as possible and gives all learners the ability to reach their potential.

The policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that appeals can be avoided in the first place with well trained staff delivering and assessing accurately.
This policy will be communicated to all relevant centre staff and to learners through the Learner/Staff handbook.

2. 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 Awarding Body and the Office of the Independent Adjudicator (BTEC Level 4-Level 7), where appropriate
5. To protect the interests of all learners and the integrity of the qualification.

To do this, West Hatch High School will:

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

3. 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.

4. Stages of leaner appeals procedure (both internal and external stages)

<u>Internal</u>

- On being informed of their centre assessed marks, if candidates 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 appeal 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 request materials – by completing the West Hatch BTEC 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
- Leaner must have gone through internal appeals process first.
- If learner wishes to appeal against the centre's decision, they need to email Peason 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 it

If not happy with the outcome of the enquiry learner, then has 14 days to request a Preliminary Appeal review is undertaken.

5. Recording each stage of the appeals procedure

- West Hatch BTEC appeal form used (see Appendix A)

6. Monitoring Appeals

At West Hatch High School, we aim to minimise the need for appeals through robust training and monitoring of staff that we ensure that;

- Internal Assessments are conducted by members of the teaching staff who have appropriate knowledge, understanding and skills in this area
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned
- The consistency of internal assessment will be maintained by internal verification and standardisation
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Throughout an appeals procedure, the Quality Nominee should be informed of all appeals irrespective of the stage reached. This information can then be used to discuss best practice and be used for further training of lead IVs and assessors

This policy will be reviewed every 12 months by the Quality Nominee together with the Exams Officer.

Appendix A – BTEC Appeal form

This form must be returned to the tutor within 5 days of the work being marked.
Student Appeal Reasons (use a separate sheet if needed)

Students Name:	
Assessor:	
Unit Number and Title:	

Student signature:		**Date:**	

Assessors Comment:			
Assessors signature:		**Date:**	

Internal Verifier Comment:			
Internal Verifier signature:		**Date:**	

Student Feedback:			
Student signature:		**Date:**	

Decision to accepted: Yes / No

Appendix B – Appeals Process Table

Stage	Action	Timeframe
1	Discuss with assessor	Within 3 days
2	Appeal to Programme Leader	Within 3 days
3	Internal Verifier review	Feedback within 1 week
4	External Verifier appeal	If still dissatisfied