

BTEC COURSEWORK APPEALS POLICY

<p>Primary person responsible for updates to this policy: Marie Kerrigan Job title: Head of BTEC Last review date: June 2021 Next review date: June 2022</p>
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Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children. The term “staff” includes college employees, parents, Governors, volunteers and workers employed by contractors.
‘Parents’ refers to parents, guardians and carers.

If a student is unhappy with their assessment they have the right to appeal. An appeal is essentially where the learner and the assessor disagree on an aspect of the assessment process. Note that appeals may only be made against the process that led to assessment and not against the mark or grade.

The aims of this policy are:

- To enable the student to enquire, question and appeal against an assessment decision
- To attempt to reach agreement between the student and the assessor at the earliest opportunity
- To standardise and record any appeal to ensure openness and fairness
- To facilitate a student's ultimate right of appeal to the Awarding Body, where appropriate
- To protect the interests of all students and the integrity of the qualification

DLD College will:

- Inform the student during induction of the Appeals Policy and Procedure
- Record, track and validate any appeal
- Forward the appeal to the Awarding Body when a student considers that a decision continues to disadvantage them after the internal appeals process has been exhausted
- Keep appeals record for inspection by the Awarding Body for a minimum of 18 months
- Take appropriate action to protect the interests of other students and the integrity of the qualification, when the outcome of an appeal questions the validity of other results
- Monitor appeals to inform quality assurance

The Appeals Process:

A student must file an appeal within two weeks following assessment. The formal procedure is as follows:

1. The student completes a Coursework Internal Assessment Procedure Appeals form within two weeks following assessment and returns it to the Examinations Office. The Examinations Officer informs the Lead Internal Verifier. A meeting will then be held with the student to review the appeal.
2. The student will be allowed to be supported in the presentation of their appeal by a parent, guardian or friend.
3. A written record of all appeals will be held in the examination's office for a minimum of 18 months. This will include a record of the outcome. A copy will be sent to the student.
4. All appeals will include a review of the procedure used at DLD to award marks for internal assessments to ensure that this complies with the requirements of the awarding body, and the published code of practice.
5. If at this stage the student is not satisfied, they will be referred to the Pearson Edexcel BTEC enquiry and appeals procedure. If students wish to apply to Pearson's, in accordance with Pearson's appeals policies, within 14 working days of receiving the college's decision or result.

The Pearson Edexcel enquiry and appeals process is made up of the:

- Enquiry
- Quality Review
- Pearson Edexcel Appeals Panel