



ABBEY COMMUNITY COLLEGE

BTEC CURRICULUM



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 all learners and the integrity of the qualification.

In order to do this, the centre will:

- Inform the learner at induction, of the Appeals Policy and procedure. (a simplified version will be recorded in the learner Induction Booklet)
- Record, track and validate any appeal.
- Forward the appeal to the awarding body, through the Quality Nominee, 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 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 will be reviewed every 12 months by:

Gary Shields – Quality Nominee

Date: September 2020



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Stage 1

- Learner documents details of appeal.
- Assessor and learner discuss the appeal and the assessor records the outcome.

Stage 2

- If the learner is not satisfied they bring their appeal to the lead internal verifier/quality nominee for discussion.
- Lead internal verifier/quality nominee records the outcome.

Stage 3

- Lead internal verifier/quality nominee forward details of the appeal to Edexcel.

APPEALS RECORDING FORM

Candidate name _____ Date _____

Unit number and title _____

Assessor _____

Details of appeal

Stage 1 – Outcome of appeal after discussion with assessor

Assessors name _____ Date _____

Stage 2 - Outcome of appeal after discussion of appeal with Lead internal verifier/quality nominee

Lead internal verifier/quality nominee name _____

Date _____

Stage 3 - Lead verifier/quality nominee forwards details of appeal to Edexcel.