



BTEC Appeals Policy

Principles

Endon High School is committed to achieving the highest of professional standards based on impartial, reliable and valid assessment judgements when assessing pupil's coursework submitted for the purpose of accreditation towards a qualification. Whilst we endeavour to execute our responsibilities with openness and fairness there may be incidents when assessment decisions are questioned. The purpose of this policy is to acknowledge the rights of all pupils who feel disadvantaged by an assessment decision and clearly identify the process of appeal. Nothing in this policy shall diminish the rights of any pupils to appeal under awarding bodies own appeals procedures.

Aims

1. To identify the appeal process that pupils can take if they feel that they have been unduly disadvantaged by an assessment decision made by a member of staff.
2. To identify the roles and responsibilities of key personnel involved in the appeal process
3. To establish the protocols and timeframes involved in the appeal process both internally and externally when such an external process exists.

Practice

1. In order to prevent a situation arising in which a pupil may feel unfairly disadvantaged by an assessment mark it is encouraged that where possible assessment criterion, dates and deadlines relating to an assessment should be made clear to all pupils. In particular the requirements of examining bodies relating to acknowledgement of work should be made very clear to all pupils.
2. Staff should take steps where possible to explain to the pupil the reasons behind the assessment mark without prejudicing the integrity of the assessment marks of other pupils or invalidating the assessment itself, therefore obviating the need for an appeal.
3. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the examinations officer, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.
4. The Examinations Officer is in overall charge of managing appeals relating to internal assessments. If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:
 - The appeal should be made in writing to the exams officer stating the details of the complaint and the reasons for the appeal.

- The appeal must be submitted before the end of the third week in April of the year in which the written examinations are taken.
- The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the examinations officer; a copy will be given to the candidate.
- If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
- The appeals panel will consist of the Exams Officer and two of the following - the Director of Teaching & Learning, the Progress Manager, and a member of the SLT or the Deputy Head.
- The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- The candidate will be given at least two days notice of the hearing date.
- A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- The candidate may bring a parent/guardian to the hearing.
- The teacher(s) involved will be present at the hearing.
- The Exams Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
- The school will maintain a written record of all appeals.
- The school will inform the Examination Boards of any change to an internally assessed mark as a result of an appeal.

5. If a pupil still considers that a decision made by the School continues to disadvantage him or her even after the outcome of the internal appeals procedure, then the examination officer can give him or her advice on how to appeal to the relevant awarding body.

6. Where appeals to awarding bodies can only be made by centre examination staff it will be at the discretion of the head of the centre whether such an appeal will be submitted.

7. When an external appeal is submitted at the request of a pupil and after the internal appeals decision has been made, there may be some financial cost incurred by the pupil.

Ratified by governors: January 2015

To be reviewed every 3 years - next review January 2018