



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 (Audit trail; in student portfolio)
- record, track and validate any appeal
- forward the appeal to the Awarding Body when a learner considers that a decision continues to disadvantage her/him 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 (Audit trail; in student portfolio)
- 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. Last Review: 06/01/2025

★ Links

BTEC Qualification Specifications: these provide guidance on assessment for each BTEC qualification. All staff teaching on BTEC programmes should have access to the relevant specification. They are published on our website: www.btec.co.uk

Policy on Appeals Concerning BTEC & Pearson NVQ Qualifications: This is Pearson's policy on learner appeals. Please note, this does not apply until internal centre processes have been exhausted: www.edexcel.com/policies