



**POLICY TITLE: BTEC APPEALS POLICY**

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| <b>STATUS:</b>              | BTEC Vocational Policy           |
| <b>REVIEWED BY:</b>         | Principal                        |
| <b>DATE OF APPROVAL:</b>    | September 2025                   |
| <b>FREQUENCY OF REVIEW:</b> | Bi-Annually                      |
| <b>DATE OF REVIEW:</b>      | September 2027                   |
| <b>AUTHOR:</b>              | Quality Nominee (Vice Principal) |

## 1. Rationale and Aim

Etonbury Academy is committed to ensuring that standards of assessment are consistent, transparent and in line with the requirements of our awarding bodies. This policy's objective is to ensure all learner assessment decisions are transparent and that the learner has the right to question and an appropriate remedy if required.

The policy covers all Vocational courses currently offered and will cover any further additions from a Vocational context.

### Aim

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.

### In order to do this, Etonbury will:

- Inform the learner at induction, of the Appeals Policy and procedure
- 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
- 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

## 2. Grounds for Appeal

Grounds for appeal against an assessment grading may be started in the following situations:

- The learner feels the work has not been assessed according to the assessment criteria.
- The internal verification process contradicts the assignment/unit grades awarded.
- Valid, agreed, extenuating circumstances were not taken into account at the time of assessment, which the **assessor and IV/Lead IV** were aware of prior to the deadline.
- The decision to reject an assignment was made on the grounds of malpractice that was unfounded.

### 3. Appeals

#### Procedure Procedure

##### Stage 1 - Informal

The learners will meet with the **assessor** within a period of 1 week following the assessment decision to discuss their assessment outcome. The assessor after considering the informal appeal will provide a clear explanation of the decision taken. This will be undertaken within one week of the informal appeal being made. If the learner remains unhappy they should request in writing that an assessment decision be reconsidered, highlighting evidence to support the claim this must be done within one week of the response from the assessor. All issues are documented before moving onto stage 2

##### Stage 2 - Review

Review of assessment decisions by the **assessor** will be made by the **Internal Verifier**. Learner notified of findings and agrees or disagrees, in writing, with outcome within a period of 1 week. If unresolved, move to stage 3. Parents will be informed at this stage.

##### Stage 3 - Appeal Hearing

**Quality Nominee** will convene a panel consisting of **Quality Nominee, member of SLT, programme leader, learner and learner representative**. The panel will review the formal appeal and seek a resolution. This will be undertaken within 2 weeks, with a decision being made within 5 working days of the panel meeting. This is the last stage by the centre. If unresolved, move to stage 4.

##### Stage 4 - External Appeal

The grounds for appeal and any supporting documentation must be submitted by the centre to Pearson within 14 days of the completion of Stage 3: a fee is levied.

[https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Enquiries\\_and\\_Appeals\\_on\\_Pearson\\_Vocational\\_Qualifications.pdf](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Enquiries_and_Appeals_on_Pearson_Vocational_Qualifications.pdf)

**Recording appeals:** each stage should be recorded, dated and show either agreement or disagreement with decisions. Documents must be kept for a minimum of 18 months.

**Monitoring of appeals:** undertaken by senior management to inform development and quality improvement.

### 4. Appeals Outcomes

- The original decision is upheld and the grade awarded for the unit/assignment is recorded.
- A re-assessment by a differing assessor is conducted and this grade is recorded.
- An opportunity to re-submit the assignment is granted (this is due to valid, agreed, extenuating circumstances.)
- The learner if unhappy with the outcome appeals directly to the awarding body.

#### Pearson state:

*If you are a learner:*

*You will not be able to appeal to us unless you have first gone through the appeals process at your centre.*

· *If you want to enquire about or appeal against your centres decision which you feel has disadvantaged you, then you should email us at [vocationalqualitystandards@pearson.com](mailto:vocationalqualitystandards@pearson.com) within 14 calendar days of being told outcome of your centre's appeals process.*

*All cases are reviewed by our assessment experts who have responsibility for the matter being appealed. **We will:***

- ***Acknowledge your enquiry application within 3 days.***
- ***Respond to your enquiry within 30 days of receiving it.***

***If you are not happy with the outcome of the enquiry you have 14 days in which to request that a Preliminary Appeal Review is undertaken.***

*Further information can be found in the 'Enquiries and appeals about Pearson vocational qualifications and end point assessment policy'*

**Appendix A:**

**INTERNAL APPEAL RECORD FORM**

**Stage 1 - Informal**

**BTEC Qualification:**

**Unit Number:**

**Student Name:**

**Assessor:**

**Internal Verifier:**

**Stage One (Assessor) Response within 5 working days to the learner regarding their informal discussion of assessment outcome.**

**Assessor signature:**

**Date:**

**Stage 2 - Review - Lead by Internal Verifier**

**Learner to explain their reason for disagreement with the outcome of stage one appeal**

**Learner  
signature: Date:**

**Lead Internal Verifier response to learner - within 5 days**

**Outcomes:**

Assessor signature:  
LIV signature:  
Date:

**I agree / disagree with the outcome of stage 2 of the appeal**

**Student  
signature: Date:**

**Stage 3 - Review - Lead by Quality Nominee. Panel to convene to discuss the learners appeal within 2 weeks of notification from learner of stage 2**

**Learner to explain their reason for disagreement with the outcome of stage two appeal**

**Learner  
signature: Date:**

**Quality Nominee response to learner - within 5 days of the panel taking place**

**Outcomes:**

Quality Nominee signature:  
Date:

**I agree / disagree with the outcome of stage 3 of the appeal and wish to appeal to  
Pearson  
Student**

signature: Date: