



BOA

Appeals Procedure Policy

Date of Issue: September 2017
Date of Review: September 2018

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If a student appeals against the assessment decision the following procedure will be activated.

INTERNAL APPEALS PROCEDURE

- A student copy of the Appeals Procedure is attached to this sheet.
- Each student is to be given a copy of the Appeals Procedure at the beginning of their course.
- The member of the Senior Management Team who is responsible for the management of Internal Appeals is Mr Alistair Chattaway (Vice Principal).
- A copy of the documentation for any appeals that are instigated should also be sent to the Principal.
- Students should be allowed representation by a parent/guardian if requested.
- Written records of all appeals must be kept at the academy, including the outcome of the appeal and reasons for the outcome.
- A copy of the appeals record must also be given to the student.
- Edexcel must be informed by the centre if any outcome of an appeal has implications for the conduct of assessments, or the issue of results.
- Full details of any appeal must be made available to Edexcel on request.

BTEC Appeals Procedure

Circumstances for appeals:

1. The student does not agree with an assessment decision
2. The student was ill or had a valid absence at the time of the assessment.

Procedure.

Stage 1 Student requests that an assessment decision be reconsidered, highlighting evidence to support the claim.

The teacher has 7 days to reconsider and adjust the grade if appropriate, explaining to the student why the decision has been made.

Stage 2 If no progress is made the matter will be passed to the Subject Leader who will work with the teacher and student to resolve the issue. This will take place within 5 days.

Stage 3 If no progress is made the matter will be passed to a panel including the Quality Nominee, the Internal Verifier and a member of SLT. Parents will be informed at this stage.

Stage 4 If the student is still not happy with the outcome then the External Verifier will also become involved. The student will be informed in writing that the decision of the External Verifier is final.

Outcome

The outcome of any appeal will be notified in writing and should any grades need amending then records will be updated.

RECORD OF STUDENT APPEAL

(1 copy of this record should be kept in Academy, and 1 copy should be given to the student)

NAME OF STUDENT _____

QUALIFICATION _____

SUBJECT AREA _____

UNIT/ASSIGNMENT NUMBER AND TITLE THAT IS SUBJECT OF APPEAL

NAME OF ASSESSOR _____

DATE OF ASSESSMENT _____

WAS THE COMPLETED ASSIGNMENT USED AS PART OF THE SAMPLE FOR VERIFICATION

YES NO

IF 'YES' FOR LAST QUESTION, NAME OF VERIFIER _____

STAGE 1

(Description of the grounds for the Appeal, to be completed by Assessor)

IS APPEAL UPHeld YES NO

(If NO, continue to Stage 2 of Appeals Procedure)

SIGNATURE OF ASSESSOR _____ DATE _____

SIGNATURE OF STUDENT _____

If the appeal goes on to Stage 2, the following information must be given to the Internal Verifier by the Assessor, within 24 hours of the decision:

- a. the original assessment record and student's evidence, where appropriate
- b. the written explanation and confirmation of the assessment decision

STAGE 2 Subject leader

(Reasons why the appeal was not upheld, to be completed by the Internal Verifier)

VERIFIER'S DECISION

IS APPEAL UPHELD

YES

NO

REASONS FOR DECISION

SIGNATURE OF INTERNAL VERIFIER _____

SIGNATURE OF STUDENT _____

DATE _____

STAGE 3

(To be completed by Senior Manager)

IS APPEAL UPHELD

YES

NO

REASONS FOR DECISION

SIGNATURE OF SENIOR MANAGER _____

SIGNATURE OF INTERNAL VERIFIER _____

SIGNATURE OF ASSESSOR _____

DATE _____

STAGE 4

To be completed by the Quality Nominee who will communicate with the External Verifier

IS APPEAL UPHELD

YES

NO

REASONS FOR DECISION

SIGNATURE OF SENIOR MANAGER _____

SIGNATURE OF INTERNAL VERIFIER _____

SIGNATURE OF ASSESSOR _____

DATE _____