

ST BERNARD'S HIGH SCHOOL
A Catholic Academy for Arts and Science



BTEC APPEALS PROCEDURE

This policy is reviewed annually to ensure compliance with current regulations

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| Reviewed by: | K Brown |
| Checked by: | M Allitt |
| Date of next review | January 2024 |



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, where appropriate
5. To protect the interests of all learners and the integrity of the qualification.

In order to do this, St Bernard's High School will:

- Inform the learner at induction, of the Appeals Policy and procedure.
- Record, track and validate any appeal using the Appeals Procedures in place
- 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
- 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.

Roles / responsibilities of staff within the process:

Learner Induction: R Moore & L Dowman

Initial & Monitoring enquiries: Examinations Officer

Initial Investigation: Assistant Headteacher (Curriculum)

2nd Stage Investigation: Assistant Headteacher (Assessment)

Final Stage: Headteacher

Links

Links to key Pearson and /or centre documents that may be helpful for staff when reading or using the policy & procedures.

St Bernard's Exams Policies:

[Internal Appeals Procedure](#)

[Internal Assessment Appeals](#)

[Complaints and Appeals Procedure](#)



ST BERNARD'S
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BTEC qualification specifications:

[BTEC Nationals | Applied Science \(2016\) | Pearson qualifications](#)

[Health and Social Care](#)

[Information Technology](#)

[Enquiries and appeals about Pearson vocational qualifications and End Point Assessment Policy:](#) This is Pearson's policy on learner appeals. Please note, this does not apply until internal centre processes have been exhausted



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