

Appeals against Internal Assessment of Work Policy and Procedure

November 2019

Aims of this policy

- 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

If you need any support completing it, please speak with your class teacher.

Stage 1 Candidate

You must speak with your assessor and if an agreement cannot be met you must submit your appeal in writing. You must complete the Stage 1 Internal Appeal Request form and hand it in to your assessor.

Normally this will be discussed immediately after you receive the assessment decision or within 2 working days. If you are unhappy with the outcome the appeal will be escalated to Stage 2.

Stage 2 Candidate & Assessor

The Assessor will consider your reasons and look again at your work. S/he must then give you an immediate response within 2 working days which must be:

- a) a clear explanation backed up with a written confirmation of the assessment decision and
- b) a new decision or confirmation of the original decision.

If you agree with the Assessor's response then the appeal stops at that point.

You must tell the Assessor if you are still unhappy with the decision whereupon your appeal will then be escalated to Stage 3.

Stage 3 Candidate, Assessor & Internal Verifier

If you are still dissatisfied after Stage 2, the Assessor will give the Internal Verifier the following information:

- a) the original assessment record and the candidate's evidence where appropriate
- b) the written explanation and confirmation of the assessment decision

The Internal Verifier will reconsider the assessment decision taking into account the following:

- a) the candidate's reason for appeal
- b) the candidate's evidence and associated records
- c) the assessor's reason for the decision
- d) the opinion the Internal Verifier

The Internal Verifier will meet with you and your Assessor and give you the reconsidered decision in writing within 5 working days of receiving the appeal. If you are unhappy with the outcome the appeal will be escalated to Stage 4.

Stage 4 Candidate, Internal Verifier & Quality Nominee

If you are still dissatisfied with the decision after stage 3 you have the right to appeal to the BTEC Quality Nominee.

The Internal Verifier who acted at stage 3 will pass the following details to the Quality Nominee within 24 hours of reaching stage 4:

- a) the written explanation and confirmation of the assessment decision
- b) the assessment record sheet(s)
- c) any written comments from the internal verifier

You will be asked if you wish to speak to the Quality Nominee. You may be represented or accompanied by a parent/ guardian or you may take a written submission. The Assessor who made the original decision will have a meeting with the line manager to answer any questions.

The matter will be discussed in private at this level and the decision will be given to you in writing within 5 working days of the meeting. At the same time the decision will also be given to the Assessor, recorded and kept with all documents relating to the appeal.

These records will be retained and made available to Pearson (Edexcel)/NOCN the Examination Board if necessary.

Pearson (Edexcel)/NOCN are not part of the appeals procedure; appeals are resolved internally within the centre.

If you believe your work has been unfairly or inaccurately assessed there is a set procedure that you must use.

Stage 1: Fill in the Internal Appeal Request Form and give it to your Assessor. Your form must state why you are appealing clearly.

Within 2 working days you must receive a response from your Assessor to this.

Stage 2: Meet with the Assessor to discuss the problem and try to negotiate a solution. Minutes of the meeting will be kept on student's file.

Stage 3: Meet with the Internal Verifier and your Assessor. Discuss the reason for appeal, and the minutes/outcome of the previous meeting. Reconsider the new outcome. Again minutes of the meeting will be kept on the student's file.

Stage 4: If the problem is still not resolved you are entitled to meet with the appeals panel (You and/or your representative, the Lead IV and Quality Nominee). This will be a formally recorded meeting with minutes available. The decision reached at this point will be final.