



# St Robert of Newminster Catholic School and Sixth Form College

## **BTEC INTERNAL APPEALS PROCEDURES**

- The school believes in being open and fair. An appeal procedure has been produced for instances where a student thinks the assessment has been unfair. The appeals procedures includes the following :
  - A formal system of recording appeals
  - Prompt responses within clearly stated times
  - Stages that give all parties the opportunity to put their case
  - Clear outcomes at each stage
  - Constructive feedback to the candidate.
- The appeals procedure is in writing.
- Students will be informed about the appeals procedure at the beginning of the course by the course leader. All students will have access to a copy of the written procedure
- A member of the Senior Management Team is responsible for the management of internal appeals. In this case, the member of SLT is Mr Mitchell (Assistant Head Teacher/Quality Nominee)
- There are 3 stages to the appeal process.
  - Stage 1 - Assessor of Assignment
  - Stage 2 - Internal Verifier of Unit
  - Stage 3 – Quality Nominee
- The Assistant Head Teacher will be provided with any appeals at all stages and their outcome
- Appeals will be considered by at least 3 people (at least one of whom should not have been involved with the assessment decision)
- In the appeals procedure, there is a clear timescale in terms of the student getting a response to the appeal. At stage 1, the student will be provided with an immediate verbal response which will be confirmed in writing. If the appeal goes to stage 2 or stage 3, the assignment will be passed to the next stage within 24 hours together with the original assessment record and a written explanation and confirmation of the assessment decision. A written response should be made within 5 days of each stage.
- Students will be allowed representation by a parent/guardian/friend if requested
- Written records of all appeals will be kept by the centres including the outcome of the appeal and reasons for the outcome
- A copy of the appeals record will be given to the student
- Edexcel will be informed by the centre if any outcome of an appeal has implications for the conduct of assessments of the issue of results at the school.
- Full details of any appeal will be made available to Edexcel on request from them.
- A copy of the procedure 'Appeals by Candidates' is attached to this documentation and this should be considered with this documentation.