



Woodside High School
White Hart Lane, Wood Green, London N22 5QJ
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Email: mail@woodsidehighschool.co.uk
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BTEC Appeals Policy

Created: Exams Officer, April 2009

Reviewed: October 2021

Next Review: October 2022

Roles and Responsibilities

Quality Nominee (QN)	Daryl Palmer
Exams Officer (EO)	Daryl Palmer
Assistant Headteacher (AHT)	Paul Bernard
Lead Internal verifier (LIV)	Saqab Anwar
	Matthew Rowlings

The purpose of this policy is:

At Woodside High School we maintain the right of our centre Quality Nominee to challenge, on our behalf, the findings of an External Verifier which we disagree with.

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.

Accordingly, the school will:

1. Inform the learner at induction, of the Appeals Policy and procedure.
2. Record, track and validate any appeal.
3. 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.
4. Keep appeals records for inspection by the awarding body for a minimum of 18 months.
5. Have a staged appeals procedure.
6. 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.
7. Monitor appeals to inform quality improvement.



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APPEALS PROCEDURE STAGES:

STAGE 1) INFORMAL:

The learner consults with the internal assessor within 7 days of the assessment decision, to discuss the assessment decision. If unresolved then the issues must be documented, and the appeal moves to **stage 2 (Review)**. The QN/EO/AHT should be notified.

STAGE 2) REVIEW:

Review of assessment decisions by internal verifier/LIV with QN overseeing proceedings. Learner to be notified of outcome and agrees or disagrees with decision in writing. If unresolved the appeal moves to **stage 3 (Appeal Hearing)**

STAGE 3) APPEAL HEARING:

AHT with responsibility for Assessment to hear the appeal. This is the last stage of the appeal conducted by the centre. If still unresolved the appeal moves on to **stage 4 (External appeal)**.

STAGE 4 EXTERNAL APPEALS

The grounds for the appeal and any supporting documentation must be submitted to the awarding body within 14 days of the completion of stage 3 Appeal hearing. A fee will be levied.

RECORDING APPEALS:

EACH STAGE OF THE APPEAL 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 LEADERSHIP TO INFORM DEVELOPMENT AND QUALITY IMPROVEMENT.

Evaluation:

This policy will be reviewed annually by the BTEC Quality Nominee and Assistant Headteacher with responsibility for assessment.