

King Alfred's BTEC Appeals Policy

Document Control	
Date agreed by the SLT	5/9/2023
Date to be reviewed (<i>maximum 12 months after date above</i>)	5/9/2024
Senior Leadership Team member accountable for review	Chloe Butterfield

Revised September 2023
Version No: 9

Purpose of the Policy

- King Alfred's Academy will enable students to enquire, question or appeal against an assessment decision that is based on the assessment procedures: assessment criteria, standardisation and verification.
- King Alfred's Academy will attempt to reach agreement between students and the assessor at the earliest opportunity.
- King Alfred's Academy will standardise and record any appeal to ensure openness and fairness
- King Alfred's Academy will facilitate a learner's ultimate right of appeal to the Awarding Body and the Office of the Independent Adjudicator (BTEC Level 4-Level 7), where appropriate
- King Alfred's Academy will protect the interests of all learners and the integrity of the qualification.

In order to do this, King Alfred's will:

- Inform the learner at induction, of the Appeals Policy and procedure through assemblies and the student handbook.
- Accurately record, track, and validate any appeal submitted
- Record, track and validate any appeal, which is kept by the QN and the Head of Centre.
- 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 staged internal appeals procedure, which involves both the internal and external processes.
- 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.
- Monitor appeals to inform quality improvement.

Roles and Responsibilities

Learner: Responsible for initiating the appeals procedure, in the required format, within a defined timeframe, when they have reason to question the assessment decision.

Assessor: Responsible for providing clear achievement feedback to learners. If assessment decisions are questioned then the assessor is responsible for processing the learner's appeal with the agreed timeframe.

Internal verifier: Responsible for judging if the assessment decisions are valid, fair and unbiased.

Head of centre: Responsible for submitting an appeal in writing, to Edexcel if the learner is dissatisfied with the outcome of the appeal procedure.

The Exams Officer: Responsible for recording and tracking the appeal.

Any appeals will be forwarded to the awarding body when a student (or with parent/guardian's consent if the student is under 18) considers that a decision continues to disadvantage him/her after the internal appeals process has been exhausted.

King Alfred's Academy in line with awarding body guidelines has a 3-Stage internal appeals process.

The procedure is as follows:

Stage 1 – Informal:

The student consults with the allocated subject assessor following the assessment decision, asking to discuss the assessment decision within 7 days. The assessor will consider the explanation and then provide a response with a clear explanation of the decision taken within 3 days. If unresolved, all issues are documented before moving to stage 2. All informal interviews will be recorded.

Stage 2 – Review:

Review of assessment decision by Lead Internal Verifier. They will consider both the response of the teacher and the appeal from the student. The student will be notified of the outcome in writing within 5 working days with the findings and will have the opportunity to agree/disagree – if the student/parents (if student is under the age of 18) disagree and the outcome remains unresolved the school will move to stage 3.

Stage 3 – Appeal Hearing:

The Quality Nominee and Senior Leadership Team member will hear the appeal – in line with the schools Appeal Policy (for students under 18 years of age they must provide a letter from a parent/guardian). They will form a panel within 10 working days including the QN, SLT link, programme leader, the student, the assessor and parents. There will be a decision made in 5 working days of the panel meeting. If at this stage the appeal remains unresolved the Head of Centre will contact Pearson and request an external appeal.

Stage 4 - External Appeal:

The Head of Centre will contact Pearson by vocationalqualitystandards@pearson.com

All grounds for appeal by the student and all supporting documentation must be submitted by King Alfred's Academy to the Pearson within 14 days of the completion of Stage 3.

Edexcel will only consider an appeal if the following conditions have been met:-

- The appeal is submitted to Edexcel in writing by the Head of Centre and includes the ground for appeal and any supporting document.
- An appeal is submitted to Edexcel once the centre's own internal appeals procedures have been exhausted.

Pearson will acknowledge the application within 3 days and within 50 days they will hold an appeal hearing. The panel will consist of 3 panelists who are independent of Pearson. The learner and Head of centre will be asked to attend.

During the appeal King Alfred's Academy will retain all evidence relating to the appeal case. If the appeal involves the work of all learner(s), the completed work of the cohort will be retained.

The Examinations Officer will monitor/log any appeals/outcomes and inform the Quality Nominee of any improvements that may be required or recommended by the awarding body. A recording at each stage of the procedure will take place and accurately maintained. This also allows the QN to monitor appeals.

The Quality Nominee needs to take appropriate action to protect the interests of other students and the integrity of the qualification if at any stage the outcome of an appeal questions the validity of other student's results.

Other useful documents:

- Pearson Centre Guidance on dealing with malpractice and maladministration in vocational qualifications
- Centre guide to quality management review
- Centre Guidance malpractice maladministration guide
- Enquiries and appeals about Pearson vocational qualifications and End Point Assessment Policy.

This BTEC Appeals policy was agreed by the Curriculum Team on 5/9/2023

It will be reviewed within 12 months to take account of:

- **Changes to the school environment and organisation**
- **Advice from the Local Authority and its officers**
- **National legislation and proposals as is considered appropriate.**

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