

## **Tudor Grange Academy Kingshurst BTEC Appeals Procedure**

### **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 and the Office of the Independent Adjudicator (BTEC Level 4-Level 7), where appropriate
5. To protect the interests of all learners and the integrity of the qualification.

In order to do this, Tudor Grange Academy Kingshurst will:

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

### **Policy**

If you feel that a piece of work produced has not been correctly graded by an assessor, it is important that you are aware that you do have a 'right-to-reply' to question the grade that has been awarded (or the criteria that has been met) and that an appeals procedure exists.

The process (below) must be followed in these circumstances to ascertain whether the grade is accurate and no stages of the process can be missed.

In our experience, we find the vast majority of assessment is completely accurate and wherever confusion or disagreement occurs on the rare occasion that this can be easily resolved through discussion with the unit assessor in asking for greater feedback as to why criteria was not met or greater clarification from the student themselves as to what their intention was to present in their piece of coursework.

Please note that your work may equally be at risk from moving up or down as a consequence of the appeals process.

### **Process:**

1. If a student feels that they have a justifiable grievance against the assessment decision made by a teacher they should in the first instance discuss formerly email the unit assessor to inform them this grievance whilst copying in the LIV and QN.
  - a. A discussion will then occur between unit assessor and learner in which for them to justify their assessment.
  - b. If the learner accepts their grade as a result of this conversation, then a signature on the to affirm this on the Assessment Record will ratify this in addition to the 'grade agreed' being written by the learner.
  - c. Both email request and (where applicable) ratified, signed document to be retained.
2. If no agreement can be reached, the matter should be referred to the Lead Internal Verifier (LIV) and Subject Lead to second-mark the work using an addition Assessment Record (completing in blue pen).
  - a. This will be instigated by the unit assessor concerned formerly contacting the LIV by email to request and then be retained along with the completed Assessment Record.
3. If the disputed assessment has either been assessed and not changed by the LIV/Subject Lead or no agreement can be reached, the matter should be referred to the staff member responsible for BTEC qualifications (John Bowers) who will then grade the work using the Assessment Record from the previous stage (completing in black pen).
  - a. This will (again) be instigated by the LIV/Subject Lead concerned formerly contacting the QN by email to request and then be retained along with the completed Assessment Record.
  - b. If assessor, LIV/Subject Lead and person responsible for BTEC qualifications/QN are in agreement with the criteria achieved, this judgment will be deemed final.

4. As a final stage of the process, if there is disagreement between assessor, LIV/Subject Lead and person responsible for BTEC qualifications as to which criteria has been achieved, the College Leader Line Managing Post 16 (Lee Parfitt), will make an impartial, criterion-based decision. This ultimate decision will be full and final and will signal the end of the appeals process.