

BTEC Specific Appeals Policy

Policy:	BTEC Specific Appeals Policy
Owner:	Sarah Judge
Approving Board:	Academy Committee
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Richard Barnes Academy

Appeals Policy

This policy operates in conjunction with the 'RBA Examinations Policy 2024/2025'

Aim:

- 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.

In order to do this, the centre 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 in accordance with the awarding bodies requirements.
- Have a staged appeals procedure.
- Will take appropriate action to protect the interests of other learners and of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.
- Review procedures following a successful appeal to mitigate/minimise any future appeals.

This policy will be reviewed every 12 months by the Quality Nominee.