



BTEC Specific Appeals Policy

Issue Status: -

Date	Version	Comment	Owner
September 2022	1	Original Document	
	1	Ratified by Academy Committee	

Electronic copies of this document are available to download from:
Teams > BTEC Qualifications > BTEC Policies

Prepared: Richard West 20th September 2022

Verified: Sarah Judge

Approved:

Available policy on Website: Y/N

Review Date: September 2023



Richard Barnes Academy

Appeals Policy

This policy operates in conjunction with the BTEC Staff and Student Handbook and the 'RBA Examinations Policy 2022/2023'

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.

Reviewed: September 2022 (Richard West)

Review Date: September 2023