

## **BTEC Appeals Procedure**



Circumstances for appeals:

1. The student does not agree with an assessment decision
2. The student was ill or had a valid absence at the time of the assessment.

### **Procedure**

**Stage 1** Student requests that an assessment decision be reconsidered, highlighting evidence to support the claim.

The teacher has 7 days to reconsider and adjust the grade if appropriate, explaining to the student why the decision has been made.

**Stage 2** If no progress is made the matter will be passed to the Subject Leader who will work with the teacher and student to resolve the issue. This will take place within 5 days.

**Stage 3** If no progress is made the matter will be passed to a panel including the Quality Nominee, the Internal Verifier and a member of SLT. Parents will be informed at this stage.

**Stage 4** If the student is still not happy with the outcome then the External Verifier will also become involved. The student will be informed in writing that the decision of the External Verifier is final.

### **Outcome**

The outcome of any appeal will be notified in writing and should any grades need amending then records will be updated.