



West Exe School

community • opportunity • success

**BTEC APPEALS POLICY
POLICY & PROCEDURES 2025-2026**

Aims

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

To do this, West Exe School will:

- Inform the learner at induction of the Appeals Policy and procedure – this is also signposted in the learner handbook.
- Accurately record, track and validate any appeal submitted
- Forward the appeal to Pearson when a learner considers that an assessment decision continues to disadvantage them after the internal appeals process has been exhausted
- Keep appeals records for inspection by Pearson for a minimum of 18 months
- Have a staged internal appeals procedure:

Appeals procedure stages:

Stage 1 – Informal: Learner consults with assessor following the assessment decision, to discuss an assessment decision. If unresolved, then the issues are documented before moving to stage 2.

Stage 2 – Review: Review of assessment decisions by programme lead and/or internal verifier/lead internal verifier. Learner notified of findings and agrees or disagrees, in writing, with outcome. If unresolved, move to stage 3.

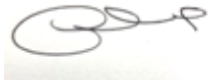
Stage 3 – Appeal hearing: Exams Officer and Curriculum and standards Lead (Laura Jacobs) hears the appeal: last stage by the centre. If unresolved, move to stage 4.

Stage 4 – External appeal: The grounds for appeal and any supporting documentation must be submitted by the Centre to Pearson within 14 days of the completion of Stage 4: a fee is levied.

Recording appeals: each stage should be recorded, dated and show either agreement or disagreement with decisions. Documents must be kept for a minimum of 18 months.

Monitoring of appeals: undertaken by Exams Officer and Curriculum and Standards Lead (Deputy Headteacher) to inform development and quality improvement.

- 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 all appeals to inform quality improvement
- comply with the requirements as set out in the *JCQ Appeals information*



Mrs Chris Davies
(Quality Nominee)

Date: September 2025



Mrs Laura Jacobs
(Deputy Headteacher – Curriculum and standards)

Review Date: September 2026