



THE BRITISH INTERNATIONAL SCHOOL CASABLANCA

LEVEL 3 BTEC BUSINESS

APPEALS POLICY AND PROCEDURE

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 School 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.
- 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.

Appeals Procedure

Guidelines

1. Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
2. Appeals must be made in writing to the BTEC Coordinator, Nassar Kheetan, and relevant Director of the Academy by the end of the term the assignment has been awarded the mark.
3. The relevant members of staff will see if the appeal is justified.
4. If the appeal is justified the mark will be changed and recorded as the final mark.
5. If the appeal is unjustified and the learner wishes to appeal further this will be forwarded onto the relevant contact at the exam board through the exams officer.
6. All appeals will be recorded by the BTEC Coordinator, Nassar Kheetan.

This policy will be reviewed by Mr R D Udy – 01.09.2023