

BTEC Appeals Procedure

If you feel that a piece of work produced has not been correctly graded by an assessor, it is important that you are aware that you do have a 'right-to-reply' to question the grade that has been awarded (or the criteria that has been met) and that an appeals procedure exists.

The process (below) must be followed in these circumstances to ascertain whether the grade is accurate and no stages of the process can be missed.

In our experience, we find the vast majority of assessment is completely accurate and wherever confusion or disagreement occurs on the rare occasion that this can be easily resolved through discussion with the unit assessor in asking for greater feedback as to why criteria was not met or greater clarification from the student themselves as to what their intention was to present in their piece of coursework.

Please note that your work may equally be at risk from moving up or down as a consequence of the appeals process.

Process:

1. If a student feels that they have a justifiable grievance against the assessment decision made by a teacher they should in the first instance discuss this with the teacher concerned.
2. If no agreement can be reached, the matter should be referred to the Assistant/Head of Faculty to second-mark the work.
3. If the disputed assessment has either been assessed and not changed by the Assistant/Head of Faculty or no agreement can be reached, the matter should be referred to the staff member responsible for BTEC qualifications (John Bowers) who will then grade the work. If assessor, Head of Faculty and person responsible for BTEC qualifications are in agreement with the criteria achieved, this judgment will be deemed final.
4. As a final stage of the process, if there is disagreement between assessor, Head of Faculty and person responsible for BTEC qualifications as to which criteria has been achieved, the Assistant/Vice Principal responsible for Post-16 (Helen Dean), who will make an impartial, criterion-based decision. This ultimate decision will be full and final and will signal the end of the appeals process.