

Bangor Academy and Sixth Form College

Principal: **Matthew Pitts**, B.A. Hons, N.P.Q.H.



Bangor Academy & Sixth Form College

BTEC Internal Appeals Procedures

Approved/reviewed by	
Exams Manager	G Agnew
Exams Officer	G Gibson
Vice Principal	S Carrick
Date of next review	September 2027

Appeals Procedures

- a) It is the responsibility of the School as an assessment centre, to make all pupils aware of the appeals procedure and give them access to a copy of the procedure.
- b) The Programme Leader for the appropriate course is responsible for managing the formal appeals process. If deemed necessary, a formal appeals panel should be set up comprising of the Lead Verifier, the Quality Nominee and an IV from another programme.
- c) Written records of all appeals should be maintained by the School. These should include a description of the appeal, the outcome of the appeal and the reason for that outcome.

Grounds for Appeal

A pupil/candidate would have grounds for appeal against an assessment decision in the following situations. This list is selective and not exhaustive.

- a. The work is not assessed according to the set criteria or the criteria are ambiguous.
- b. The final grade of the work does not match the criteria set for grade boundaries or the grade boundaries are not sufficiently defined.
- c. The internal verification procedure contradicts the assessment grades awarded.
- d. There is evidence of preferential treatment towards other pupils/candidates.
- e. The conduct of the assessment did not conform to the published requirements of the Awarding Body
- f. Valid, agreed, extenuating circumstances were not taken into account at the time of assessment, which the School was aware of prior to the submission deadline.
- g. Agreed deadlines were not observed by staff.
- h. The current Assessment Plan was not adhered to.
- i. The decision to reject coursework on the grounds of malpractice.

Appeals Procedure Stage One

- The pupil will fill in the Appeals Form and return it to the Quality Nominee who will forward it to the teacher concerned
- The teacher will reply within 5 days, having re-checked the work, and provided additional written explanation of the decision
- If the pupil agrees with the teacher, the appeal ends at this stage.

Appeals Procedure Stage Two

- If the pupil is still not satisfied with the decision, the Quality Nominee must speak to the Internal Verifier for the assignment within 5 days.
- The IV will examine the assessment evidence and assessment feedback from the assessor.
- The IV will fill in stage 2 of the Pupil Appeal Form within 10 days and forward a copy to the pupil, Quality Nominee and the teacher concerned
- Agreement at this stage ends the appeals procedure.

Appeals Procedure Stage Three

- If the pupil is still not satisfied with the decision, an appeals panel will meet within 10 days to study the assignment brief and the work.
- The decision of the panel will be final and should be logged on the Pupil Appeal Form and the pupil informed within 5 days.

Assessment Appeals Procedure Learner Appeals Form

Learner	
Assessor	
Internal Verifier	
Title of Assignment	
Unit	

Stage One

To be completed by the learner

Details of Assessment Decision (Grading Criteria Awarded)	
Learner's Reasons for Appeal	
Learner Signature	Date

To be completed by Assessor

Date appeal received;	
Assessor Decision	
Assessor Signature	Date

To be completed by the learner (delete where not applicable).

- ⇒ I understand and accept the assessment decision.
- ⇒ I wish to proceed to stage two of the appeals procedure.

Learners Signature _____ Date _____

Stage Two

To be completed by Internal Verifier

Date appeal received;	
IV Decision	
IV Signature	Date

To be completed by the learner (delete where not applicable).

⇒ I understand and accept the assessment decision.

⇒ I wish to proceed to stage three of the appeals procedure.

Learners Signature _____ Date _____

Stage Three

To be completed by the chair of the Appeals Panel

Date appeal received;	
Appeals Panel Decision	
Signature (chair of Appeals Panel)	Date

Date of Reply to Learner _____

