

Kettlebrook Short Stay School **BTEC Appeals Procedure**

Circumstances for Appeal

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 their 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 QN 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 of staff including the QN, Subject Leaders, the LIV/Internal Verifier and the Executive Headteacher. Parents will be informed at this stage.

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.

Outcome

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