



BTEC APPEALS POLICY

Recommended by:	Senior Vice Principal
Recommendation Date	11 th November 2025
Ratified by:	LAGB
Signed:	<i>J Goodman</i>
Position on the board	Chair of Governors
Ratification Date	25 th November 2025
Next Review:	November 2026
Policy Tier (Central/Hub/School):	School

1. Roles and Responsibilities

Role	Name(s)	Responsibilities
Head of Centre	Mr S Brownlow	
Examinations Officer	Ms K Machin	Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for students.
Examinations Officer Line Manager	Miss H Tanner	Responsible for overseeing the registration, transfer, withdrawal and certificate claims for students to ensure that awarding body deadlines are met.
Quality Nominee	Mrs M Martin	Responsible for coordinating and monitoring the student details held with awarding body.
SENCO	Ms H Nutting	Oversee the provision for students with SEND
Programme Leader	Various, depending on course	Responsible for ensuring student details held by Pearson are accurate and that an audit trail of student assessment and achievement is accessible. Responsible to grade entry onto Edexcel Online as well as ensuring these are accurate and double checked within department.
Lead Internal Verifier	Various, depending on course	Responsible for moderation of marked work and liaising with course lead. Manage all appeals for a subject. Production and maintenance of assessment plan.

2. Aims

1. To enable the student to appeal against an assessment decision.
2. To attempt to reach an agreement between the student and the assessor at the earliest opportunity.
3. To standardise and record any appeal to ensure openness and fairness.
4. To facilitate a student's ultimate right of appeal to the awarding body, where appropriate to protect the interests of all students and the integrity of the qualification.

To do this, Gospel Oak School will:

- Ensure internal assessments are conducted by members of the teaching staff who have appropriate knowledge, understanding and skills in this area.
- Ensure that assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.

- Ensure the consistency of internal assessment is maintained by internal verification and standardisation.
- Ensure all student work is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

3. Procedures for Appeal

- BTEC Lead Internal Verifier will manage all appeals. Should the appeal be against the Lead Internal Verifier then another Lead Internal Verifier will be brought into review the original decision.
- Appeal should be made in writing stating the details of the complaint and the reasons for the appeal within 7 working days of receiving the feedback and grade of work in question.
- The teacher who made the assessment decision will be given a copy of the appeal and will respond in writing to this to the Lead Internal Verifier within 5 working days.
- The Lead Internal Verifier will then decide on the grading and give written feedback to both the student and the teacher involved within a further 3 working days.
- The student raising the appeal will have an opportunity to a personal hearing if they are not happy with written response received. The student will be given reasonable notice of the hearing date and should have sight of all relevant documents to the case in advance of the hearing. Where the student is presenting their own case they are allowed to bring along a parent/carer/friend. The teacher(s) and student will have the opportunity to hear each other's submission to the panel at the hearing.
- The panel will comprise of a Lead Internal Verifier from another subject area, the Quality Nominee and the Exams officer.
- A written record of the appeal and hearing will be taken including the outcome of the appeal and reason for that outcome. This will be kept at on file for 18 months and the student will also receive a hardcopy.
- The school will inform the awarding body if there is any change to an internally assessed grade as a result of an appeal.

4. Monitoring and review

This policy will be reviewed alongside all exam related policies on an annual basis and in line with guidance provided by Pearson. Updated policies will be distributed to the Examinations Officer, SENCO and Lead IVs.

5. Links

The key policies guiding BTEC policies are informed by the 'Information manual' published by Pearson each year which provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes.

[Entries & information manual | Pearson qualifications](#)

