



WHICKHAM SCHOOL

**Appeals against the Internal Assessment of
work for BTEC Qualifications
2025-26**

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This policy applies to Level 3 BTEC Nationals. BTEC Tech Awards (2022) have externally assessed assignments and the usual appeals process that applies to most qualifications will apply.

We ensure that:

- Internal assessments are conducted by members of the teaching staff who have appropriate knowledge, understanding and skills in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal verification and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.
- Learners have the ability to enquire, question or appeal an assessment decision and that they are informed of this as part of their indication.
- Where an enquiry, question or appeal is raised that an attempt is made to reach agreement between the learner and the Assessor at the earliest opportunity.
- All appeals are standardised, recorded to ensure openness and fairness. Appeals will be accurately recorded, tracked and validated.
- Our internal appeals process is staged and that appeals are monitored so that we can inform quality improvement.
- Learners are informed of their ultimate right of appeal to the Awarding Body. Where the learner wishes to do so, once the internal appeals process is exhausted, we will facilitate the lodging of the appeal with the Awarding Body.
- We act to protect the interests of all learners and the integrity of the qualification. Where an appeal has the potential to impact on the validity of results for other learners, action will be taken.
- Appeals records will be kept for inspection by the Awarding Body for a minimum of 18 months.

Learner induction

1. Learners will be informed of the appeals procedure on induction to each course and a reminder of the appeals procedure is contained in the learner handbook for each course.

Appeals Procedure

1. The relevant 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.
2. Appeals 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 assessment decision for the work in question. Appeals may be initiated by the learner or (where the learner is under 18) a parent/carer acting on their behalf.
3. 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.
4. The Lead Internal Verifier will then make a decision on the grading and give written feedback to both the student and the teacher involved within a further 3 working days.
5. The student raising the appeal will have an opportunity to attend a personal hearing if they are not happy with the 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 carer/friend. The teacher(s) and student will have the opportunity to hear submissions to the panel at the hearing.
6. The panel will comprise of a Lead Internal Verifier from another subject area, the Quality Nominee and the Examinations and Data Officer.
7. A written record of the appeal and hearing will be taken including the outcome of an appeal and reason for that outcome. This will be kept on file for 18 months and the student will also receive a hard copy.
8. The school will inform the awarding body if there is any change to an internally assessed grade as a result of an appeal.
9. Students who are unhappy with the result of an appeal have the right to appeal to the Awarding Body. In the case of BTEC qualifications this is Pearson. Their appeals policy is published on their website: "[Internal assessment in vocational qualifications: reviews and appeals policy](#)"
10. Pearson will only consider appeals once the appeals process at the school has been exhausted. The school will support the student in forwarding their appeal to the Awarding Body.

The Examinations and Data officer will keep a record of all appeals including the stages each appeal reached as well as their outcome. The Examinations and Data Officer will monitor the progress of appeals. The Quality Nominee will ensure that actions that are required (e.g. to improve quality processes) are implemented in a timely manner.

P Wheatley
Quality Nominee

Last reviewed	By who
August 2025	P Wheatley