



Birtenshaw College
Appeals Policy – External Accreditation

Introduction

This policy addresses the situation where learners may wish to appeal against a grade he/she has received for a qualification.

Access

Learners are made aware of the existence of this policy and have open access to it. Teachers will help learners to understand the policy using their preferred communication method. This policy should be read in conjunction with the appeals policies for each of the awarding bodies used by Birtenshaw College. All teachers are made aware of these policies and how to access them in order that learners can be supported.

This policy is reviewed annually and may be amended in response to feedback from learners, staff, parents and external organisations.

Policy Statement

All learners at Birtenshaw College have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

If any learner wishes to appeal a decision, they should follow the following procedure.

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate why he/she received the grade/mark.
3. If the learner is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification.
4. The learner will be informed of the outcome of the re-marking by letter.
5. If the learner wants to continue the appeal, he/she needs to contact the exams officer, who will provide the learner with information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the learner.
6. Please note: a learner must have the support of the centre to be able to appeal against a result.