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| **Appeals Policy for Pearson Edexcel** |
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| **Policy Title**  |
| **Appeals Policy For Pearson Edexcel** |
| Version Number | 1.1 |
| Policy Implementation Date | 01 JAN 2021 |
| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
| Approved by Senior Management | 01 JAN 2021 |
| Approving Signature | Angela Mollan |
| Policy Review Date | 01 JAN 2024 |

# Appeals Policy

## Aim:

1. To enable the learner to enquire, question or appeal against an assessment decision

2. To attempt to reach agreement between the learner and the Assessor at the earliest opportunity

3. To standardise and record any appeal to ensure openness and fairness

4. To facilitate a learner’s ultimate right of appeal to the Awarding Body and the Office of the Independent Adjudicator (BTEC Level 4-Level 7), where appropriate

5. To protect the interests of all learners and the integrity of the qualification. In order to do this, Peregrinate Ltd. will:

• Inform the learner at induction, of the Appeals Policy and procedure

• Record, track and validate any appeal

• Forward the appeal to the Awarding Body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted

• Keep appeals records for inspection by the Awarding Body for a minimum of 18 months

• Have a staged appeals procedure

• Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results

• Monitor appeals to inform quality improvement.

**The following is an extract of Peregrinate Ltd. Assessment & Internal Verification Policy. This can be found along with our other policy documents on our website under** [**Our Policies**](https://peregrinate.school/about-our-company/297-2/)[**https://peregrinate.school/**](https://peregrinate.school/)

**Appeals Procedure**

Candidates must be informed of the appeals procedure (and the named person(s) to whom appeal must be submitted) by internal verifiers.

Candidates have the right to appeal at the level of a unit of competence or any or several of the following grounds:

* **The assessment was conducted such that the candidate was not given the adequacy of opportunity to allow the competence to be fully demonstrated.**
* **The assessment was conducted in such a manner that the candidate was put under stress, which was excessive to that normally pertaining to the usual and expected circumstances in which that competence would be carried out in the work place.**
* **The assessment did not have the adequacy of range, nature and comprehensiveness of the evidence when set against the national standards and evidence requirements.**

Candidates who wish to make an appeal following assessment must comply with the following:

* **An appeal must, in the first phase, be made verbally directly to the relevant assessor within five working days of the assessment. It is anticipated that this initial stage will result in a satisfactory conclusion to the appeal.**

Both candidate and assessor must maintain their own record of this initial appeal should it not be resolved at this stage.

Learner induction, informing them about the appeals procedure Stages of learner appeals procedure (both internal and external stages) Recording each stage of the appeals procedure Monitoring appeals Roles / responsibilities of staff within the process

**The following are useful documents which should be read in conjunction with this appeals Policy**

[Peregrinate Assessment & Internal Verification Policy](https://peregrinate.school/about-our-company/297-2/)

[BTEC Qualification Specifications](https://qualifications.pearson.com/en/subjects.html) These provide guidance for each BTEC qualification

[Enquiries and appeals about Pearson vocational qualifications and End Point Assessment Policy](https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html/student): This is Pearson’s policy on learner appeals. Please note, this does not apply until internal centre processes have been exhausted.