

BTEC APPEALS PROCESS Autumn 2021

There will be an appeals process for Top up and Mid-flight learners following results on 13th January 2022 for Vocational Qualifications following the UTAG process.

The grounds for appeal will be:

1. **Pearson error appeals** - where we may have issued a result other than the UTAG provided by the centre. Although this is highly unlikely to occur there will be a route to appeal where the student believes this has occurred.
2. **Centre process appeals** – where a student believes the centre has not followed its policies in relation to how it determined the UTAGs. This route to appeal includes where the student believes special consideration has not been applied correctly or mitigating circumstances have not been taken into account.
3. **Academic judgement - grade appeals** – where the student believes the centre has not made a reasonable academic judgement of their work (e.g. they have been given a pass UTAG where student feels work was at a merit standard etc). Appeals of this type will require the provision of evidence/student work for checks by a BTEC subject expert. We will require all evidence for a unit to be provided as part of the appeal documentation.
4. **Academic Judgement - selection of evidence** – where the student believes the evidence used as the basis for the UTAG is not in keeping with the centre policy or should have been varied for some reason in their case.

2. Top up learners

Top-up learners have already received their QTAG for their smaller qualification and they had the right to appeal this QTAG in summer 2021.

The UTAGs that will be awarded in Autumn - Centres will provide individual U-TAGs judgements for each of the units that were scheduled to be taught and assessed in 2020/21 (but where assessment could not take place due to COVID-19). This will allow these learners to receive a Notification of Performance detailing their awarded grades when they certificate on the top-up qualification. Centres will use the same principles as mid-flight learners for evidence. There will be no new evidence/student work collected for these unit grades as only the evidence used as the basis for the QTAG in Summer 2021 was permitted to be used and has already passed through our QA process. We do not anticipate that top-up learners will need to appeal but the appeal routes specified above will be available to them, should any exceptional cases arise.

Process to follow:

If a learner believes there is an error with their grade, there will be two stages to the appeals process:

Stage 1

- The learner will ask their school or college for a centre review. You will check whether there is a procedural error, an administrative error or both. This allows you to correct any errors identified using the [Centre Error Process](#).

A stage 1 centre review must be completed before a stage 2 appeal is made.

Stage 2

- The learner can ask their school or college to submit an awarding organisation appeal on their behalf.
- The learner should only progress to stage 2 if they remain concerned with their grade after the completion of stage 1.
- At stage 2 the learner can ask the exam board to check whether the decision you as a school or college made about the grade was unreasonable, or whether the selection of work you used to decide your grade was unreasonable. You can also ask the exam board to check whether you as the school or college made a procedural error, or whether the exam board itself made an administrative error.
- Learners should be made aware that e grades could go down, go up or stay the same as a result of the appeals processes at stages 1 and 2 so they should consider carefully whether they have a strong case for an appeal.
- The correction of some errors won't necessarily lead to a grade change.
- The learner cannot withdraw their request for a centre review or appeal once the school or college or the exam board has made a decision.

Timelines and deadlines for Centre Reviews and Appeals

Dates	Stage 1 – Centre Review It is recommended that Learners should raise with their centre by	Stage 2 – Awarding Organisation Review If the request progressed to stage 2, the Centre should raise with the Awarding Organisations
All cases for Level 2 & 3	27 th January 2022	14 th February 2022