




Preparing for appeals for BTEC qualifications



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The following steps will help you to prepare for the centre review and appeals processes. We have also highlighted key sections of the JCQ Appeals guide which you may find particularly helpful as you prepare.

		Guidance
 <p>Before grades are submitted</p>	Check that you have shared sufficient information with students and parents to give them an understanding of the process.	See Section 3 of the JCQ guidance
	Check that all students have notified you of any mitigating circumstances such as illness or issues with reasonable adjustments. Where appropriate, these should be taken into account in your grading.	
	Check that all subject teams have followed your centre's procedures in selecting evidence and determining grades.	See JCQ Appendix F
 <p>After grades are submitted</p>	Check for any procedural or administrative errors in your grade submissions. If you find an error now, you can ask Pearson to correct it ahead of results day.	See Section 4 of the JCQ guidance
	Check that all documentation and evidence is ready and accessible to staff who will be completing centre reviews and submitting appeals.	See the BTEC Evidence Checklist
	Prepare for the centre review process. Information about how to request a centre review or appeal should be shared with students ahead of results day.	See Section 5 of the JCQ guidance
 <p>Results day</p>	Be ready to share information about how grades were determined with students on results day, if you have not already done so.	See Section 3 of the JCQ Guidance
	Conduct centre reviews: <ul style="list-style-type: none"> JCQ Appendix B is a form which students can use to request centre reviews and appeals. Make sure that students who request a centre review or appeal are aware that their grade could go down, up or stay the same as a result. 	See JCQ Appendix B
	If you discover an error as a result of a centre review, submit a request to correct the grade to Pearson. Read the guidance on changing grades in Appendix D of the JCQ Guidance before you submit a request.	See JCQ Appendix D
	Submit awarding organisation appeals: Use the BTEC Evidence Checklist to make sure you have submitted all required evidence.	See the BTEC Evidence Checklist