

The IKB Studio School's Appeals and Malpractice Process and Policy

Appeals Process

All BTEC courses within IKB Studio School will follow Edexcel's policy regarding student appeals.

http://www.edexcel.org.uk/VirtualContent/103974/Appeals_04_07.pdf

Edexcel will also not intervene until the centre has carried out an extensive internal enquiry which involves 4 stages including the following:

Stage 1

A student is unhappy with their outcome of assessed work.

Stage 2

The student must discuss the outcome with the assessor that marked that work. If the student is still unhappy with the outcome then the student goes to stage three.

Stage 3

The student completes an Appeals form and passes it to the IV for that subject within two days.

Stage 4

The IV arranges a meeting between the teacher and the student which the IV will oversee. This should happen within ten days of the appeal form being handed in.

Stage 5

If you are still unhappy, the matter will be referred by the QN to Edexcel for the final decision.

Malpractice within BTEC Courses

http://www.edexcel.com/Policies/Documents/amended_Malpractice_18_05_06_Final.pdf

Wellsway School follows the Edexcel policy which is set out below.

They also follow the guidelines as set out by the JCQ and the NAA.

Edexcel Policy

The Edexcel Policy on Assessment Malpractice (06-13) applies to all BTEC and NVQ programmes. The policy provides a definition of malpractice, examples of what constitutes malpractice by both candidates and centre staff and positive steps that can be taken to prevent or reduce candidate malpractice.

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. Edexcel reserves the right to impose sanctions and/or penalties on candidates or centres where incidents or attempted incidents of malpractice have been proven.

Policy in handling Learners' Malpractice

- If a learner has conducted malpractice then the following actions will occur:
- The learner and incident will be reported to Exams Officer.
- Learner will write their account and teacher/assessor will write their account of incident
- Exams Officer will keep copy of statements and pass statements to Head of Centre.
- Head of centre will discuss the malpractice issue with both parties and will come to a decision.
- If the learner is found to be in breach of malpractice then they will be reported to Edexcel by the QN and withdrawn from the programme.