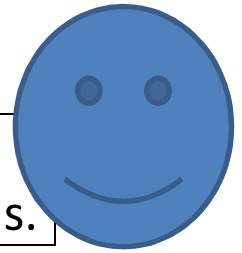
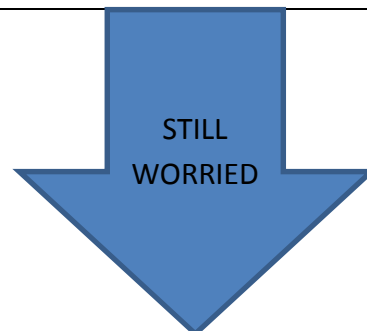
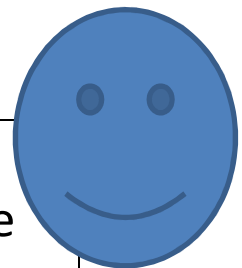


An Easy Guide to the Appeals and Complaints Procedure

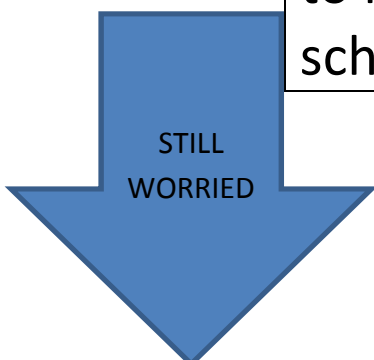
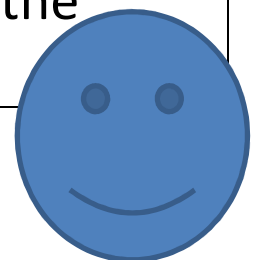
STEP 1- Speak to your teacher.
They can help you with your worries and concerns.



STEP 2 – Speak with the Internal Verifier – The Internal verifier checks all assessment decisions are correct and helps oversee your course.



STEP 3 – Speak with Mrs Sinyard. Her role is to make sure all the BTEC courses in the school are delivered correctly.



STEP 4 – If you are still worried or concerned about your course speak with Mrs Rosie (exams officer) or your Head of Learning Community. They can assist you in putting your complaint in writing and if necessary sending a letter to Edexcel.