

ST BERNARD'S HIGH SCHOOL
A Catholic Academy for Arts and Science



BTEC ASSESSMENT POLICY

This policy is reviewed annually to ensure compliance with current regulations

Reviewed by:	K. Brown
Checked by:	M Allitt
Date of next review	January 2024



Aim:

1. To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
2. To ensure that the assessment procedure is open, fair and free from bias and to national standards
3. To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, St Bernard's High School will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- Produce a clear and accurate assessment plan at the start of the programme/academic year using MyBTEC
- Provide clear, published dates for handout of assignments and deadlines for assessment in MyBTEC
- Assess learner's evidence using only the published assessment and grading criteria
- Ensure assessment practices meet current BTEC assessment requirements and guidance
- Ensure that assessment decisions are impartial, valid and reliable
- Not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for Malpractice
- Maintain accurate and detailed records of assessment decisions
- Maintain a robust and rigorous internal verification procedure
- Provide samples for standards verification/external examination as required by the awarding organisation
- Monitor standards verification/external examination reports and undertake any remedial action required
- Share good assessment practice between all BTEC programme teams
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
- Provide resources to ensure that assessment can be performed accurately and appropriately
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Approval Centre Agreement



Procedures in relation to:

Assignment Design / Assignment Brief

We will use the Pearson assignments when possible and if there is a need the context will be changed to a local context. All assignments will be discussed with the Lead Internal Verifier and any changes will be approved. The assignments will be created in MyBTEC and sent for verification by the Lead IV for the subject at least two weeks before the assignment is due to be issued to students to allow for any feedback to be actioned by the assessor. The Lead IV will verify the assignment on MyBTEC and this must be completed before it is issued to students.

Assessment Plans

Assessment Plans are to be created in MyBTEC at the start of the academic year for the students entering Year 12 – these must be verified by the Lead Internal Verifier before the October half term.

The assessment plan for Year 13 students should be revisited at the start of the academic year on MyBTEC and any changes made. The changes must be verified by the Lead Internal Verifier before the October half term.

Assessment

Assessments will be issued to students by the class teacher (assessor) on the date agreed with the Lead Internal Verifier, as laid out on the assessment plan. Any students absent, a note will be made and the next available opportunity will be used to issue the assignment to the previously absent student. Following the current guidelines, assessments must be handed out when students are physically in school.

Assessment Recording / Tracking for Learners

The correct paperwork will be completed for each student this includes:

- The assignment with deadlines
- Student authentication declaration
- Assessment record
- Record of Activity
- Lead Internal Verifier Declaration

These must be available for the Quality Nominee to check throughout the academic year.

When the work is submitted, the assessor will:

- Record the assessment result and confirm achievement against specific assessment criteria.
- Confirm the evidence submitted is authentically the learner's own work.
- Confirm the assessment criteria the learner has and has not achieved (explaining the reasons for this decision).

Using the Assessment Record, the feedback given to students should include:



Achievement

- Which assessment criteria the learner has achieved and what the learner has done well.
- Which assessment criteria the learner has not achieved and what was missing.

Guidance

- Information or guidance available to the learner they could have drawn on (e.g. class notes; handouts; resources in Assignment Brief etc).
- General behaviour and conduct, approach and grammar.

Resubmission/Retakes

The Lead Internal Verifier may authorise one opportunity to resubmit evidence for each assignment, if they identify that:

- The student has met all the initial deadlines or agreed extensions
- It is judged that the learner will be able to provide improved evidence without further specific guidance
- It has been confirmed that the evidence originally submitted was authentically the learner's own work.

Resubmission will be agreed with the Lead Internal Verifier for the subject and the dates agreed on the assessment plan will be followed:

- The decision of the Lead IV will be recorded on the assessment form
- A resubmission deadline will be set within 15 working days of the learner receiving the original assessment decision (within the same academic year, within term time). This needs to be checked against the original assessment plan.

If the grade has not improved then no internal verification needs to take place.

If the grade has improved, the Lead IV needs to check the decisions made, the deadline is set on the assessment plan in MyBTEC.

If a student is eligible for a retake:

A new task or assignment is set targeted only at the Pass criteria not achieved in the original assignment. The assessor cannot award a merit or distinction grade for a retake.

- The same procedure for submission and authentication of evidence is followed.
- Standards Verifiers will need to see evidence of retakes in sampling.
- No further submissions or retakes are allowed after this.

Personnel Involved

AHT Curriculum – Quality Nominee –

Applied Science – Lead IV – N/A

Health and Social Care – Lead IV – EMM

Information Technology – Lead IV - EMM



Links

Links to key Pearson and /or centre documents that may be helpful for staff when reading or using the policy & procedures.

It is important that this document links to the BTEC Guide to Internal Assessment and other key documents related to assessment, such as:

Pearson Qualification Subject pages:

[Applied Science](#)

[Health and Social Care](#)

[Information Technology](#)

[BTEC Centre Guide to Internal Assessment](#)

[BTEC forms and guides | Pearson qualifications](#)

[Assessment and verification | Pearson qualifications](#)

