



ST JOSEPH'S CATHOLIC
HIGH SCHOOL

BTEC ASSESSMENT POLICY

2020-2022

Date of Review: January 2020
Next Review Date: January 2022

Purpose/Scope of the Policy:

- That assessment of BTEC programmes is to the national standard
- That there is equal and fair access to assessment for all students
- To ensure that students are given realistic targets and informed of their progress
- That achievement is accurately recorded and tracked
- To ensure that assessment leads to accurate and valid certification claims

Aim:

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

In order to do this, St. Joseph's Catholic High School will:

Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment. The Centre promotes the use of Pearson designed Assignment Briefs for all programmes to ensure that that assignments are fit for purpose and will allow learners to generate appropriate evidence for assessment. All Assignment Briefs are internally verified annually, prior to teaching by the Lead Internal Verifier. Before commencing an assessment the Assessor will ensure that learners understand the assessment requirements, the nature of the evidence they need to produce and the importance of time management and meeting deadlines.

Produce a clear and accurate assessment plan at the start of the programme/academic year. The Lead Internal Verifier is responsible for producing the assessment plan. The assessment plan is a working document and as a minimum requirement the assessment plan will include:

- names of all Assessors and Internal Verifiers
- scheduling for assignment hand out and submission
- deadlines for assessments
- scheduling for internal verification and the opportunity for resubmission

Provide clear, published dates for handout of assignments and deadlines for assessment. The Lead Internal Verifier will record dates for handout of assignments and deadlines on the assessment plan and the dates will be clearly displayed on each Assignment. The Assessor will decide when learners have been suitably prepared and are ready to take the assignment.

Assess learners' evidence using only the published assessment and grading criteria. Assessors will be required to use professional judgement, however the following principles apply to all BTEC programmes:

- It is not a requirement that all of the content is assessed unless specifically directed by the assessment criteria and associated assessment guidance in the unit specification.
- The centre will teach the unit content fully.

- The learner is not required to provide evidence for all the unit content, but is required to provide sufficient evidence to address the assessment & grading criteria in order to successfully pass the unit.

The Assessor will refer to the grading criteria, unit content and the assessment guidance published in the specification when assessing the learner work.

Ensure that assessment decisions are impartial, valid and reliable. The Assessor will have been involved in the standardisation process and will be familiar with impartial, valid and reliable assessment. Following assessment the internal verification process will begin – refer to the Internal Verification Policy – and the Internal Verifier will ensure that the assessment decisions in the selected sample are impartial, valid and reliable. Any concerns will be discussed and recorded between the Internal Verifier and Assessor and any actions required will be documented. The Lead Internal Verifier will be advised and will be responsible for informing the Quality Nominee of any concerns in the assessment process. Programme Leaders/Lead Internal Verifiers will offer a period of support and guidance and an action plan will be put into place. If a learner submits an assignment late BTEC guidelines must be adhered to and there must be no further opportunity for resubmissions of learner work (see BTEC Centre Guide to Assessment). The Lead Internal Verifier will not authorise a resubmission for any learner who submits an assignment late unless an extension for genuine reasons has been granted by the Assessor.

Not limit or cap learner achievement if work is submitted late. The Assessor will not limit or cap work which is submitted late and the Assessor will record the grade the learner has achieved. However, the Lead Internal Verifier will not authorise a resubmission in any circumstances following late submission unless an agreed extension has been granted by the Assessor for genuine reasons supported with evidence.

Develop assessment procedures that will minimise the opportunity for malpractice. The Assessor will only accept authentic evidence. Learners are asked to authenticate the evidence that they provide for assessment by signing a declaration stating that the work is their own. When setting assignments Assessors will remind learners of the serious nature of plagiarism and, where possible, adopt methods which will reduce opportunities for collaboration or copying. The Assessor will use Google if authenticity is in doubt and if through the assessment process it is found that some or all of the evidence is not authentic then the Assessor will take appropriate action including invoking the malpractice policy.

Maintain accurate and detailed records of assessment decisions. Assessors will be required to record assessment decisions on programme unit tracking sheets which are held within the department folder. Following internal verification, the Internal Verifier will record which learners have been included in the sample for internal verification. All late submissions will be recorded on the tracking data by the Assessor. Following certification, the Lead Internal Verifier will keep all assessment records (feedback sheets) and all associated internal verification documentation for a minimum period of 3 years. Original learner evidence will be kept secure for a period of 12 weeks. The Lead Internal Verifier will ensure that assessed work for current learners is kept securely in the Centre and will only be made accessible to relevant staff.

Maintain a robust and rigorous internal verification procedure. The Centre maintains a robust and rigorous internal verification procedure which fully supports BTEC quality

measures. The details of all internal verification procedures are fully recorded within the Internal Verification Policy.

Provide samples for standards verification as required by the awarding organisation. It is the responsibility of the Lead Internal Verifier to liaise with the Standards Verifier to ensure that appropriate samples of assessed and internally verified learner work are available for sampling. The Lead Internal Verifier will also sign the Lead Internal Verifier Declaration to confirm that samples sent for standards verification are complete, accurate and authentic.

Monitor standards verification reports and undertake any remedial action required. The Quality Nominee will circulate standards verification reports to Lead Internal Verifiers who will share these with Assessors and Internal Verifiers. The Lead Internal Verifier will be responsible for undertaking any remedial actions and arranging for a second sample of learner work where required. The Quality Nominee will oversee this process. Any required actions will be discussed and shared with programme teams to improve future practice.

Share good assessment practice between all BTEC programme teams. The Quality Nominee will co-ordinate this and share good assessment practice with Lead Internal Verifiers and Programme Leaders at Centre scheduled BTEC meetings. This will allow for reflection and evaluation to improve practice within the Centre.

Ensure that BTEC assessment methodology and the role of the Assessor are understood by all BTEC staff. All BTEC staff will be briefed at induction and annually on the roles and responsibilities of all members of the BTEC team. At the same time the Quality Nominee will ensure that BTEC assessment methodology and the role of the Assessor are fully understood by staff and will share the Centre Assessment Procedures documented below.

CENTRE ASSESSMENT PROCEDURES

Meeting Deadlines

- All learners will be informed during the induction process of the importance of meeting deadlines for assessment.
- If an extension is to be granted, learners must provide a genuine reason supported with evidence before the Assessor will agree an extended date.

Authenticity and authentication

Assessors will only accept work for assessment that is authentic. All learner work must have a signed and dated declaration of authenticity attached.

Submission of Evidence and Retakes

Before starting an assessment the Assessor will ensure that each learner understands the assessment requirements – this includes having access to the content of what is required for the assessment and also the importance of time management and submission deadlines. The learners will also be aware of the restrictions in how the Assessor can provide support once the assessment has been started.

Once the assignment has been handed out the Assessor will not provide specific assessment feedback directly related to the achievement of specific assessment criteria. Learners must use their knowledge / notes / textbook to work independently towards the task.

Only one submission is allowed for each assignment task. This must be handed in to the Assessor on the designated deadline day outlined within the assessment plan, unless there has been an agreed extension between the Assessor and the learner. The Lead Internal Verifier must be informed of any agreed extensions.

For each assignment task the learner must submit the following:

- An assignment which consists of evidence towards the targeted assessment criteria
- A signed and dated declaration of authenticity which confirms the evidence has been produced independently
- Appropriately referenced work

The feedback from the Assessor must be completed on the Pearson approved assessment feedback form and within the specified time allocated within the assessment plan.

The Assessor will formally record and confirm the achievement of specific assessment criteria on the assessment feedback form. They will also complete a confirmation that the evidence they have assessed is authentic and is the learner's own work. Feedback confirms which assessment criteria have been achieved. The Assessor must not provide feedback on how to improve the work to achieve higher grading criteria.

Taking a risk based approach, the Lead Internal Verifier will decide on the sample to be selected for internal verification. The sample will cover all grades - pass, merit, and distinction - and sample sizes may vary between Assessors.

The Internal Verifier will complete the internal verification process within the timescale shown on the assessment plan.

Following internal verification, the Lead Internal Verifier may authorise one resubmission of evidence for each assignment submitted. This can only be authorised if the following conditions are met

- The learner has met the initial deadline set in the assignment, or has met an agreed deadline extension
- The Assessor judges that the learner will be able to provide improved evidence without further guidance
- The original work has been authenticated by both the learner and Assessor and a signed and dated learner declaration of authenticity is attached

If the Lead Internal Verifier does authorise a resubmission, it must be

- Recorded on the assessment record giving a deadline for resubmission within 15 working days of the learner receiving the results of the assessment
- Undertaken by the learner with no further support or guidance

The Centre does not promote the practice of re-submissions and all learners must be encouraged to fully complete their assignment to maximise achievement by the first submission.

If the learner has not achieved the targeted pass criteria following resubmission of the assignment, the Lead Internal Verifier may authorise one retake opportunity to meet the pass criteria only. This should only be authorised in exceptional circumstances. The following conditions apply

- The retake must be a new task targeted at only the pass criteria
- The Assessor must agree and record a clear deadline before the learner starts the retake
- The learner and the Assessor must sign the appropriate forms to confirm the authenticity of the re submitted work
- The learner will not be allowed any further retakes

WEAKNESSES IN ASSESSMENT

Lead Internal Verifiers and Internal Verifiers will check the accuracy of assessment decisions of all Assessors through the IV process and will report any persistent weaknesses in assessment to the Quality Nominee. Programme Leaders/Lead Internal Verifiers will initially offer a period of support and guidance and an action plan will be put into place.

If accuracy of assessment remains a concern then the Quality Nominee will be informed and the concern will be raised with the Head Teacher who will take further action in accordance with school policy

This policy should be read together with the BTEC Centre Guide to Internal Assessment which can be found at

<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/BTEC-Centre-Guide-to-Internal-Assessment.pdf>

This policy will be reviewed every 12 months by the Quality Nominee and the Examinations Officer.