**'Unlocking belief in All'**

ST JOSEPH'S CATHOLIC HIGH SCHOOL REMOTE LEARNING POLICY 2020-2021

Date of Review: September 2020

Next Review: September 2021

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BTEC Appendix

We will ensure that blended learning delivery meets the guidelines set by the awarding organisation.

St Joseph's will ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

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

Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely. Students should access teachers' 'live' or Looms lessons via Teams.

Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner. This can be done live during the lesson, via email of on Teams calls with the group or via email/Teams messages.

Ensure the setting of BTEC assignments is undertaken in the face-to-face sessions and that deadlines are clear. Staff will ensure that face-to-face lessons or meeting take place with any students who are isolating.

Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner Ask learners to declare that their work is their own. All learners are asked to accompany every completed assignment with a signed declaration form confirming that their work is their own.  Learners will use the BTEC/Pearson template for this purpose.  Internal Assessors are responsible for checking the validity and authenticity of the learners' work and the Lead Internal Verifier will oversee this.

Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement. Keep all records safely and securely for three years post certification. The Lead Internal Verifier will keep tracking, assessment and internal verification records for a minimum of three years post certification.  The Exams Officer will keep records of all certification claims for a minimum of three years post certification. Programme Leaders will keep student coursework for a minimum of twelve weeks after certification