



Sidcot
Live Adventurously

Policy Name: BTEC Assessment Policy
Policy Number: 6.23
Date: September 2024

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1. Aims

- 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.

1.1. In order to do this, the Centre 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
- Provide clear, published dates for handout of assignments and deadlines for assessment
- Assess learner's evidence using only the published assessment and grading criteria
- 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 as required by the awarding organisation
- Monitor standards verification 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

2. Procedures

- 2.1. **Learner Induction:** should inform learners about all aspects of assessment and progress monitoring. Reference should be made to national standards, assessment deadlines, the need for authentic work, and learner appeals
- 2.2. **Assignment Design:** should have a practical vocational focus and reference the unit grading criteria. A variety of assessment methods is encouraged. A schedule of assignments and assessment dates should be planned and monitored during delivery of the programme
- 2.3. **Assessment Plan:** At the start of the programme the assessment plan needs to be agreed and signed off by the Lead Internal Verifier. The assessment plan is an important document which is required for standards verification. At the start of the Standards Verification process, the Standards Verifier will request a copy. The plan should include:
- A list of all Assessors and the units they are assessing
 - A list of all Internal Verifiers and when Internal Verification will take place ○ Confirmation of the learners registered on the programme

- 2.4. **Assessment of Learner Work:** should be to the published unit assessment and grading criteria only. The punitive ‘capping’ or limiting of grades is not allowed
- 2.5. **Tracking Assessment:** a secure audit trail must be maintained, comprising assessment decisions; internal verification documentation for assignments and learner work; and unit achievement for the programme. These records will be held securely for 3 years after certification
- 2.6. **Certification Claims:** need to be based on accurate, audited records.
- 2.7. **Procedure for submission,** resubmission and resit of internal assessments:

How Assignments Work:

1. An Assignment Brief, (which must be followed exactly by the student) is handed out.
2. Deadline Date: First Submission handed in ON THIS DATE.
3. 1 week later – marked assignments are returned to students with feedback.
4. Students can RESUBMIT their improved assignments.
5. Students are given 2 weeks to resubmit with the aim of improving their assignment grade. The teacher will provide students with the resubmission date.

6. 1 week later: students are given their final mark.

Assignment Rules:

- a student must attempt all of the PASS assessment criteria an assignment to qualify for resubmission.
- The assignment must be handed in ON TIME.
- Assignments must be EMAILED to a student’s teacher.
- Feedback will be EMAILED directly to the student.
- Late submission or late resubmissions will be classed as a fail.
- Students can ask their teacher for help when completing assignments.
- If a student fails the resub they will be issued a new assignment to ‘Retake’

On a retake – the student can only achieve the maximum grade of ‘PASS’.

- Students must stay in contact with their teacher(s) via email or Teams.

3. Document Change History – document any changes since 16 August 2018 when policy written

Date of change	Detail significant changes and any new legislation / guidance taken into account
07 March 2019	Reviewed and updated.

28 January 2020	Reviewed no changes
29 th March 2022	Reviewed no changes
19 th June 2024	Reviewed – changes noted in section 2.7

This policy will be reviewed every 12 months by the Director of Sport.