



SEAHAM HIGH SCHOOL

BTEC Assessment Policy

Reviewed July 2020

Seaham High School
Assessment Policy

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, the centre will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence 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' learners achievement if work is submitted late.
- Develop assessment procedures that will minimise the opportunity for malpractice.
- Maintain accurate and detailed record of assessment.
- Maintain a robust and rigorous internal verification procedure.
- Annually provide samples for NSS (if in sample)
- Share good assessment practice during BTEC forum time.
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all staff.
- Follow QN and lead IV procedures.

This policy will be reviewed every 12 months next due July 2021

ASSESSMENT POLICY

ASSESSMENT DESIGN / ASSIGNMENT BRIEFS

A range of assessment methods will be used so that learners can use a variety of methods to show evidence of coverage of the grading criteria.

Assessment tasks will be set in a vocational context which the learners can relate to and engage with to ensure motivation towards the task set.

Each assignment brief / assessment task will have a hand out / start date and a submission date clearly marked.

Each assignment brief will be set by the unit tutor and then internally verified by another member of the course staff to make sure it is 'valid, reliable and fit for purpose' before being handed to the learners.

A central record of the internal verification of all the assignment briefs used on the course will be kept in programme files.

PUPIL FEEDBACK

Pupils can be given informal and generic verbal feedback prior to submitting their work and the assessment feedback form will be discussed with the learner and targets set to aid improvement prior to their formal submission. Feedback must be given back within two weeks of submitting their assignment. Students who are on G+ registration cannot receive feedback via formative methods. Both H & G registrations will receive feedback via the summative assessment form as outlined by the assessment calendar. At time of update, all students receive feedback via the summative assessment feedback form. Assessors will receive CPD and sample forms so that they can fulfill this requirement accurately. During the QA cycle, assessment forms and other BTEC paperwork are checked termly.

AWARDING A QUALIFICATION GRADE

The qualification grade will be calculated through the aggregation of points achieved through the successful achievement of individual units. Learners will achieve a pass, merit or distinction grade based on the attainment of a stated number of points for each unit grade.

All units (core and Additional) must be taken and completed to achieve the qualification grade. Core units require a minimum of 24 points to achieve Level 2 & 12 points for Level 1 (NQF)

New Technical Awards are graded over seven grades from Level 1 Pass to Level 2 Distinction*. Learners must achieve all components at Level 1 Pass or above in order to

be awarded a qualification. The overall grade is a direct aggregation of performance across individual components, with each component weighted according to GLH

A central record of the internal verification of all the assessment decisions will be kept. The Lead IV will confirm the awarding of a grade after the IV process has been carried out. BTEC staff will not award grades, but will refer to specific criteria. Records are to be kept for a minimum of three years.

WITNESS STATEMENTS AND OBSERVATION RECORDS

Witness statements and observation records can be used to evidence non-written examples of pupils work – it will be clearly stated which criteria has been achieved, what the learner has done to achieve the grading criteria and how the activity meets the requirements of the assessment / grading criteria (linked to the verb and content of the grading criteria)

NQF Course – Next generation BTEC

G+ Registration students are unable to resubmit their assignment but can have a 10 day extension which can only be allocated via the lead IV who is trained in their area. The 15 day resubmission for 2016+ learners will and must be adhered to:

Forms and deadlines

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 guidance.

** 15 working days must be within term time, in the same academic year as the original submission and must not fall over a holiday period*

If learners are studying part time, this is the equivalent of 15 days of "study time" to ensure we are being fair to all learners.

Standards Verification

Our Standards Verifiers will require you to include evidence of resubmitted work in sampling, including:

evidence of Lead Internal Verifier authorisation, signed and dated, with the resubmission deadline clearly stated

the initial assessment record

the resubmitted learner evidence, accompanied by a signed-and-dated declaration of authenticity by the learner

the resubmission assessment record, detailing the additional learner evidence submitted and showing any related changes to the assessment decisions

confirmation from the assessor that the resubmitted evidence is authentic and is the learner's own work.

MARKING

Teachers may decide on appropriate intervals during the teaching of the unit / course to take in learner's work and mark prior to the deadline. Feedback will be provided to the learner through the standard Summative Assessment Feedback Form and a copy will be kept on record.

Highlight mistakes on spelling, grammar and punctuation, in accordance with the whole schools literacy marking policy.

Marking on the final submission of the assignment brief / assessment task will be used to indicate Pass/Merit/Distinction Criteria achieved for each student. IV procedure will confirm whether the criteria has been met with the lead IV allocating grades as per Edexcel/Pearson awarding policy.

Pupils work should be marked within two weeks of the completed deadline and notification of the assignment criteria awarded passed back to the learner.

Pupils will be able to track their progress throughout each assignment, each unit and the overall course through a progress grid which will be kept centrally in the department and also in the learner's unit booklets / folders.

*As NQF qualifications move to Tech Awards this section will be removed to reduce any confusion.

RESUBMISSIONS

Where a learner has met the deadline set internally, the Lead IV can authorise a resubmission if the learner is able to improve their work independently. The learner has 15 days to complete this resubmission. See guidance below.

When can a Lead Internal Verifier authorise a resubmission?

The Lead Internal Verifier can only authorise a resubmission if all of the following conditions are met:

the learner has met initial deadlines 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 Assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated learner declaration of authenticity

What if a learner does not meet all of these conditions?

! If a learner has not met these conditions, the Lead Internal Verifier must not authorise a resubmission.

RETAKE

A learner is able to take a retake if they have met the criteria for and submitted a resubmission, but they have failed to achieve the targeted pass criteria. The Lead IV can authorise this in exceptional circumstances. Guidance should be followed below:

Retakes are available for the following qualifications:

- BTEC 2010 Firsts and Nationals (Legacy)
- 2016/17 Nationals
- 2016 Introductory Suite
- Tech Awards
- L2 Technicals

Retakes are not available on the following qualifications:

- 2012 BTEC Firsts and Nationals

Conditions for retaking a new assignment

If a learner has met all of the conditions listed above in the opportunity for resubmission, but has still not achieved the targeted pass criteria following the resubmission of an assignment, the Lead Internal Verifier may authorise one retake opportunity to meet the required pass criteria.

The Lead Internal Verifier must only authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

- The retake must be a new task or assignment targeted only to the pass criteria which were not achieved in the original assignment.
- The assessor must agree and record a clear deadline before the learner starts a retake.
- The learner and the assessor must sign declarations of authentication as they both did for the previous submissions.
- ! The assessor cannot award a merit or distinction grade for a retake.
- ! The learner will not be allowed any further resubmissions or retakes.

Standards Verifiers will require you to include evidence of any retakes in sampling.