

BTEC Assessment Policy



Undershaw

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Reviewed By	Deputy Headteacher (Academic)
Approved By	Headteacher
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Signed by	Headteacher October 2022

In addition to the school's feedback policy, the following will apply to BTEC taught courses within the school.

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, Undershaw Education Trust 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/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.

Procedures for:

Assessment – Each subject lead IV will ensure that they follow the BTEC course requirements for assessment.

Resubmission/ retakes (as appropriate) - Staff follow the re-submission policy that is governed by individual subject assessment guidance in line with BTEC course requirements.

Assignment design / assignment brief: All briefs that are not the Authorised Brief from Pearson, should be submitted to Pearson for approval. This must be done prior to issuing to the students.

Assessment plans – To be completed in September of the year of registration. It should be understood that the Assessment Plans are a working document and therefore can be live and amended.

Assessment recording/ tracking for learners – All staff must be tracking students and completion of Assessment Criteria.

Staff roles and responsibilities

Quality Nominee:

Will QA the overall tracking sheet that is kept by the department

Teacher/Programme Lead/Lead IV:

Will ensure all moderation and Internal Verification is of the required standard with frequency and quality according to individual subject requirement.

Will produce the assessment plan and edit when needed.

Will provide QA, IV and support for others where they are a designated IV.

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