

Ballyclare Secondary School



“Every child deserves a rewarding educational experience.”

BTEC Assessment Policy

Date of last review	October 2023
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Purpose of the policy:

- That assessment of BTEC programmes is to the national standard.
- That there is equal and fair access to assessments 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.

Aims:

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

In order to do this, Ballyclare Secondary School will:

- Promote the use of Pearson designed Assignment Briefs for all programmes to ensure that all assignments are fit for purpose and will allow learners to generate necessary evidence for assessment. All assignment briefs are internally verified by the Lead Internal Verifier at the beginning of each year prior to teaching. The IV documents for the assignment brief are then uploaded onto the Google Drive for the Quality Nominee to check. 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 adhering to deadlines.
- Produce a clear and accurate assessment plan at the start of the academic year. The Lead Internal Verifier is responsible for producing the assessment plan which must include:
 - The names of internal/external units
 - Names of all Assessors who are teaching the units.
 - Scheduling for assignment hand out and submission.
 - Deadline for assessments
 - Scheduling for internal verification and the opportunity for resubmission
- Provide clear, published dates for handout 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 Brief.
- 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:
 - Follow the assessment criteria and associated assessment guidance in the unit specification.
 - The centre will teach the unit content fully.
 - The learner 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 to meet BTEC assessment requirements and guidance.

- Ensure that assessment decisions are impartial, valid and reliable. The Assessors along with Lead Internal Verifiers will complete the standardisation activities in September and will be familiar with impartial, valid and reliable assessment., the internal verification process will begin following an assessment taking place (refer to the Internal Verification Policy). The Lead Internal Verifier will ensure that the assessment decisions in the selected sample are impartial, valid and reliable. Any concerns will be discussed and documented between the Lead Internal Verifier and Assessor and any actions required will be documented. The Lead Internal Verifier will be responsible for informing the Quality Nominee of any concerns in the assessment process. The Quality Nominee will monitor standards verification across all departments by sitting in on standardisation activities and reviewing students work. 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.
- Ensure 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 plagiarism & assessment malpractice. Learners are asked to authenticate the evidence that they provide for assessment by signing a declaration stating that the work is their own and all sources and AI tools used have been referenced. When setting assignments, Assessors will remind learners of the serious nature of plagiarism and, where possible, adopt methods which will reduce opportunities for 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. The Internal Verifier is required to complete the internal verification assessment decisions document. This should include information on the names of the learners sampled, which grade the Assessor has awarded and whether this decision is accurate. The Internal Verifier must state any action required if they do not agree with the assessment decision and this must be reviewed across the whole cohort. On the Google Drive, there is also a unit tracking sheet to be completed for the Quality Nominee to be able to view assessment decisions.
- Maintain a robust and rigorous internal verification procedure which fully supports BTEC Quality Standards. 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 the Assessors and Internal Verifiers on their programme. 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.
- Ensure that the Quality Nominee will co-ordinate this and share good assessment practice with Lead Internal Verifiers at 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. The Quality Nominee will forward details of staff training events hosted by Pearson on the roles and responsibilities of each staff member.
 - The assessor will inform learners 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.
 - Assessors will only accept work for assessment that is authentic. All learner work must have a signed and dated declaration of authenticity attached.
 - Before starting an assessment, the Assessor will ensure that each learner understands the assessment requirements, including having access to the content of what is required, 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 / research 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 day outlined within the assessment plan unless there has been an agreed extension between the Assessor and the learner.
 - Any 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.
 - 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. 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.

- 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.
- If accuracy of assessment remains a concern, then the Quality Nominee will be informed and the concern will be raised with the Head of Centre who will take further action in accordance with school policy.
- Provide resources to ensure that assessment can be performed accurately and appropriately.
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Terms of Approval.

Assessment Plans

Assessment plans are to be created at the start of the academic year for the students completing the course over the two years. These must be verified by the Lead Internal Verifier in September.

Assignment Design / Assignment brief

We will use the Pearson assignments when possible. All assignments will be discussed with the Lead Internal Verifier and any changes will be approved. The Lead Internal Verifier will verify all assignment briefs at the beginning of the year and uploaded the completed documents of the verification process on the Google Drive.

Assessment

Assessments will be issued to students by the Assessor on the date agreed with the Lead Internal Verifier, as laid out in the assessment plan. Any students absent, a note will be made and the next available opportunity will be used to issue the assignment to the previously absent student.

Assessment recording / Tracking for Learners

The correct paperwork will be completed for each student, this includes:

- The assignment with deadlines
- Student authentication declaration
- Assessment record
- Record of activity
- Lead Internal Verifier declaration.

These must be available at regular points throughout the year for the Quality Nominee to monitor and check.

When the work is submitted, the Assessor will;

- Record the assessment result and confirm achievement against specific assessment criteria.
- Confirm the evidence submitted is authentically the learner's own work.
- Confirm the assessment criteria the learner has not achieved, explaining the reasons for this decision.
- Provide a sample to the Lead Internal Verifier for moderation.
- Update the tracker on the Google Drive to input students results.

Using the Assessment record, the feedback given to students should include;

- Which assessment criteria the learner has achieved and what the learner has done well
- Which assessment criteria the learner has not achieved and what was missing

Resubmission/ Retakes

The Lead Internal Verifier may authorise one opportunity to resubmit evidence for each assignment, if they identify that;

- The student has met all the initial deadlines.
- It is judged that the learner will be able to provide improved evidence without further specific guidance.
- It has been confirmed that the evidence originally submitted was authentically the learner's own work.

Resubmission will be agreed with the Lead Internal Verifier for the subject and the dates agreed on the assessment plan will be followed.

Links

Links to key Pearson Centre Documents that may be helpful for staff when reading or using these policies & procedures.

<https://qualifications.pearson.com/en/support/support-topics/delivering-our-qualifications/delivering-btec-qualifications/btec-forms-and-guides.html>

<https://qualifications.pearson.com/en/support/support-for-you/quality-nominees/btec-entry-level-3.html>