

BTEC Assessment policy

Policy Owner:	Mr. D Howkins, Vice Principal
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BTEC Assessment Policy

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, Ormiston Sudbury Academy 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 assessments
- Assess learner evidence using only the published assessment and grading criteria
- Ensure assessment practices meet current BTEC assessment requirements and guidance
- 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 plagiarism & assessment malpractice
- Maintain accurate and detailed records of assessment decisions
- Maintain a robust and rigorous internal verification procedure
- Provide samples for standards verification/external examination/moderation as required by Pearson, to meet published deadlines
- Monitor standards verification/external examination/moderation 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 carried out accurately and appropriately
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Terms & Conditions of Approval
- Have all learner evidence available for review when requested, in line with Pearson Terms of Approval
- Comply with the requirements as set out in the Pearson Centre Guide to Assessment

Assessment Procedure

- Before an assessment takes place, the assessor ensures each learner understands:
 - The assessment requirements
 - The nature of the evidence they need to produce
 - The importance of time management and meeting deadlines, including the consequences for late submission
 - Date of assessment
 - Date of assignment hand in
 - The importance of submitting authentic work
- All elements of a unit are taught; however, the learner need only provide sufficient evidence for the assessment & grading criteria to successfully achieve the unit.

Resubmission / Retake Procedure

- Resubmission for a unit is only authorised by the Programme Lead if:
 - The learner has met all assignment deadlines
 - The learner will be able to provide improved evidence without further guidance
 - Authenticated evidence has been submitted along with a signed and dated learner declaration of authenticity
- Recorded on the assessment record with a resubmission deadline of within 15 working days.
- Undertaken with no further guidance

- Retakes are only authorised by the Programme Lead if a learner has had an opportunity for a resubmission but has still not achieved the pass criteria of an assignment. This can only take place in exceptional circumstances.

Assessment Plans Procedure

- Assessment plans are produced by subject teams and verified by the Programme Lead. The following are taken into account during this process:
 - Resource planning
 - Timetabling, events, shows, and trips
 - Schemes of work
 - Assignment deadlines and workload of learners
 - Values of units selected appropriate to size of qualification
- Each assessment plan includes:
 - Names of assessors
 - Scheduling for assignment hand out and submission
 - Deadlines for assessments
 - Scheduling for internal standardisation
 - Scheduling of the opportunity for resubmission
 - Scheduling of external assessments

Assessment Recording / Tracking for Learners Procedure

- Learner achievement is tracked and recorded throughout their course via online tracking forms where:
 - evidence is measured against national standards
 - What each learner has achieved per criteria is recorded

Retention of Learner Evidence

- Original learner evidence will be kept current, safe, and secure for 12 weeks after learners have been certified, to meet Pearson requirements.

This policy will be reviewed every 12 months by the Quality Nominee.