

Assessment and grading

Your teacher will decide when you are prepared to undertake an assessment. Once you are working on assignments which will be submitted for assessment, it is essential that you work independently to produce and prepare evidence for assessment. Before commencing an assessment, your teacher should ensure that you understand:

- the assessment requirements
- the nature of the evidence you need to produce
- the importance of time management and meeting deadlines.

Submission of evidence

Only one submission is allowed for each assignment. Your teacher will formally record the assessment result and confirm the achievement of specific assessment criteria.

You should submit:

- evidence towards the targeted assessment criteria
- a signed and dated declaration of authenticity with each assignment which confirms you have produced the evidence yourself.

Your teacher should then:

- formally record and confirm the achievement of specific assessment criteria
- complete a confirmation that the evidence they have assessed is authentic and is your own work.

Before you start an assessment, your teacher should:

- be confident that you are sufficiently prepared to undertake assessment
- encourage you to aim at “getting it right” on first submission, so you are not relying on a repeat submission or retake. This should help you to develop responsibility for your own achievement and prepare you for the world of work or Higher Education.

Opportunities for resubmission of evidence

Because every assignment contributes towards your final qualification grade, you are allowed one resubmission of evidence for each assignment. Your teacher can authorise a resubmission which ensures any resubmissions are fairly and consistently implemented for everyone.

When can your teacher authorise a resubmission?

Your teacher will work with the Lead Internal Verifier for your BTEC subject. They can only authorise a resubmission if all of the following conditions are met:

- If you have met initial deadlines set in the assignment, or have met an agreed deadline extension the set by your teacher.
- If your teacher has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by yourself.

If the Lead Internal Verifier and your teacher does authorise a resubmission, it must be:

- recorded on the assessment record
- given a deadline for resubmission within 15 school days of you receiving the results of the assessment
- undertaken by you with no further guidance.

Meeting deadlines and the Consequences of Late Assignments

You will be assessed fairly and consistently, but you will not be advantaged by having additional time to complete assignments. Your teacher is at liberty to refuse to accept work that is late for assessment but should ensure first, that you are made aware of the consequences of failing to meet deadlines. If an extension is granted, the new deadline should be adhered to and recorded. Please note that once evidence is accepted for assessment, you will not be penalised purely for submitting work late, unless this is explicitly included in the Merit or Distinction assessment criteria and/or the associated assessment guidance. Only the assessment criteria for the units can be used for assessment decisions.

Plagiarism

Plagiarism is attempting to pass off other people's work and ideas as your own. Plagiarism can include:

- copying from another learner
- copying from books or the internet
- paraphrasing
- subcontracting the work to someone else (getting someone else to do your work)
- submitting the same piece of work for two different purposes

Why is plagiarism wrong?

- It is fundamentally dishonest
- Learners who commit plagiarism are seeking an unfair advantage over other learners
- Learners who commit plagiarism are devaluing the value of the qualification they seek
- It is disrespectful to their teachers, and a betrayal of their trust

What are the consequences of plagiarism?

- Learners who commit plagiarism learn far less than those who do not
- Assessors are unable to form correct decisions on the progress of individual learners
- It may result in legal action due to infringement of copyright laws
- It may be penalised by failure in one or more components of a course
- It could be unfairly interpreted as professional incompetence on the part of your teacher.

What will your teacher do to help you?

Your teacher will explain what is meant by 'plagiarism' and how it will be monitored within your BTEC subject. They will explain, at an early stage of the course, the concepts of individual ownership of ideas and words, the ownership of electronic material and the difference between 'intellectual property' and 'common knowledge'. Your teacher will provide instruction in study skills, research skills, writing skills, time management skills and the use of a suitable referencing system to record and cite sources correctly. Your teacher will insist upon the use of referencing bibliographies from day one. You will sign and date authenticity statements after each assignment to acknowledge that the work produced is your own.

By plagiarising, you are committing malpractice, which will be taken very seriously by Blackpool Aspire Academy. Your teacher will record all cases of plagiarism and malpractice. Your teacher will then report the case to L. Stevenson (BTEC Coordinator), who will then liaise with the Quality Nominee. If malpractice is suspected, it will be reported to the Principal, Exams Officer and parents/carers; a meeting to discuss actions will take place. The school is at liberty to report all cases of malpractice to Pearson, ultimately meaning that you fail your course.

I have read and understood the information above and I agree to follow all BTEC advice and guidance:

Name: _____

Signature: _____

Date: _____