

BTEC Assessment Policy

Aims:

In order to do this, Carr Hill High School 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.

Internal verification of learner work

1. Lead IV should create an IV schedule ensuring that this complies with the procedures in the quality handbook
2. This should be approved by the Faculty Leader (where appropriate)
3. Copy should be passed to AJN (Quality Nominee)
4. AJN will ask for periodic updates to this schedule.
5. Lead IV should keep a copy of all IV records



Assignments

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Marks for all internally assessed work are provided to the exams office by the heads of subject and the heads of department.

Appeals against assignment grades

Appeal to lead IV. – must be in writing from student and parent giving reasons for appeal.

Lead IV review assignment and decision and report back findings within 10- working days

Decision given to both parent and students – by letter

Notify QN

Assessment decision changed

- Lead IV meet with assessor to explain the reasons for the change – notify QN
- Action plan drawn up if there are concerns about the marking of the IV

Last Reviewed: **September 2022**

Next Review date: **September 2023**