



- Key Stage 4 -

STUDENT / CANDIDATE HANDBOOK

*Please check the school website for the most up to date version of this document. It is located in the 'Our School' section within the 'Examinations' area:

<https://www.waseleyhills.worcs.sch.uk/our-school/examinations>



Updated November 2020



Please share this booklet with a parent or Carer...

Contents Page

Introduction	3
Our expectations of you	4
Qualification details	5
Vocational programme overview	5
Grade comparison chart	6
Component details	7
Assignment delivery	8
Assessment information	9
Plagiarism/malpractice	10
Appeals procedure	11
Resubmission of work	14
Missed deadlines & illness	15
Deadline extensions	15
Key assignment dates	16
Appendix I – points tables	18
Appendix II – Secure work storage	19
BTEC Club	19
Covid-19 Blended learning policy	20

Introduction

First of all, I would like to welcome you to the BETC Vocational Programme where you will be studying through Years 10 & 11 a BTEC Tech Level 1 / 2 qualifications curriculum at Waseley Hills High School.

Choosing one of our unique courses shows a degree of curiosity that can only be respected. We hope to inspire, challenge and engage you throughout your chosen course(s).

This handbook is to prepare, support and guide you in your chosen course(s) throughout the whole of your Key Stage 4 studies. I hope that it provides you with all the relevant information you require and gives you a helping hand to realising your potential.

Waseley Hills has high expectations of all students. Your teachers have researched and prepared in great depth to ensure that you receive quality teaching of the course(s) you have chosen to study. Please use this handbook to get a feel of what your course/s are about and to ensure you are fully aware of what is expected of you.

If there are any matters arising from reading this handbook, then do not hesitate to contact me.

Mr. D. Moore

BTEC Programme Leader
dmoore@waseleyhills.worcs.sch.uk

Our expectations of you...

We have the following expectations to help you achieve the best possible grade and to make teaching and learning enjoyable.

We expect you to:

- Be passionate and have an interest in the course(s) you have chosen; make good use of the schools **A.I.R** values.
- Come to your course with an open-mind, eager to learn and take on challenges that require thought, planning and commitment;
- Work independently (**S.W.A.N.S**) to agreed deadlines ensuring the completion of all tasks to the highest standard you are capable of. It is essential that you assess your own work and understanding periodically;
- Seek help in and out of lessons if you are struggling generally with the course or with specific elements of understanding. Likewise, any issues that are likely to prevent you meeting deadlines should be discussed with your teacher/s; use the **5R's** with in all work
- See the course as a commitment to developing your knowledge and understanding of the subject both in and outside of lesson time. You must be prepared to put in extra work (above and beyond homework tasks) in order to strengthen your understanding;
- Be fully equipped for lessons, particularly in respect of having access to electronic files when needed;
- Behave with maturity; follow all of the BTEC teacher's instructions and guidance. Make regular use of the **'Waseley Workout.'**
- **Not to share or post any of your BTEC work online or through any social media platform, this is against BTEC rules.**

Qualification details

Current Courses running from September 2020:

Examining body: Pearson

BTEC Tech Level 1 / 2 in Creative Media Production

Course Leader: Mr D. Moore
dmoore@waseleyhills.worcs.sch.uk

Lead Internal Verifier: Mrs K. Teasdale
kteasdale@waseleyhills.worcs.sch.uk

BTEC Tech Level 1 / 2 in Digital Information Technology

Course Leader / Lead Internal Verifier:

Mrs N. Joshi
njoshi@waseleyhills.worcs.sch.uk

BTEC Tech Level 1 / 2 in Enterprise

Course Leader / Lead Internal Verifier:

Mrs E. Sellers
esellers@waseleyhills.worcs.sch.uk

Grade comparison chart

Your qualification will be made up of the following marks:

60% Internal Assessment (Coursework) and 40% Externally Assessed Task (Exam)

What do my grades mean?		
BTEC Level 1 / 2 Tech Awards		
Old GCSE Grade: (A* - G)	New GCSE Grade: (9 - 1)	BTEC Grade: (P M D D*)
A*	9	DISTINCTION*
A	8	
B	7	
C	6	
D	5	
E	4	PASS
F	3	DISTINCTION
G	2	
U	1	
U	U	MERIT
		PASS
		U

Distinction* can only be awarded at the end of the course and cannot be given for individual projects.

Component details

The courses in Key Stage 4 are made up of components; each one has clear **learning aims**. Once all of these aims are met, learners will be awarded credits for the successful completion of whole components, which are used towards the final grade. See page 15 for further information on the topics covered during your **two year course** alongside the **key assignment dates** which you need to know.

You may be taught by more than one teacher. If so, each teacher will be responsible for teaching different components (or parts of a component). You could also be working on two or even three different components at the same time, so, you will have to be well organised and remember to keep information in the right places in your folder(s) – your teacher(s) will show you different ways of doing this.

Each component will have its own assignment brief(s) which you must read carefully before you start your project. Remember to use the 5R's:

**Resilience, Responsibility, Resourcefulness,
Reasoning and Reflection.**

Assignment delivery

You will be taught the background information by doing class activities and research tasks. Then you will be given an assignment to complete. The assignment will be a written or practical task(s) to give you the opportunity to achieve the basic Pass level.

The more complex tasks that require more research and independence will allow you to achieve Merit and Distinction grades. It is very important to meet the deadlines so that you can get feedback from your teacher(s) and understand how to reach the higher grades for future assignments. Evidence for your internal assessment (coursework) may be a written piece of work, an information poster or presentation. Evidence may also be submitted by 'witness/observation statement records' where your teacher(s) writes a short account of a practical activity you have undertaken. You can include videos and photographs that show the skills you have learnt.

It is essential that you work to the best of your ability in every lesson so you do not fall behind with your work. You cannot leave it all to the last minute and try to catch up at the end!

Assessment information

All students will produce a portfolio of evidence. If all of the assessment criteria are achieved on time for each assignment, the work will be graded with a Level 1 or a Level 2 Pass, Merit or Distinction grade. (See page 6 for grade conversions.)

Assignment grading: All tasks must be attempted. If all work is completed and submitted on time, criteria (both L1 and L2) are awarded and justified on the feedback sheet. Note: This grade for the assignment isn't the final grade for the unit.

Unit grading: This grade is made up from all of the assignment marks; there are usually more than one assignment within each unit.

You will need to achieve all the criteria at a certain level to achieve that grade overall in a unit. E.g. If you get a D2 in two assignments, but only a P2 in the third assignment - then you can only achieve a P2 overall for the unit. Note: again, the unit grade isn't the final qualification result.

Qualification grading: Each unit grade is awarded a certain number of points (see Appendix 1 on page 18 for point tables). Your final grade is based on the adding up of these points scored from both internal and external assessments. The grade boundaries are set by Pearson each year, **the example below shows how a Level 2 Merit qualification grade was awarded:**

Component	Type	Grade	Points
1	Internal	Level 2 Merit	29
2	Internal	Level 2 Distinction	36
3	External	Level 2 Merit	36
		Level 2 Merit	101

Plagiarism/malpractice

In order to achieve a qualification, you **MUST** produce your own work! You will not be allowed to do the following:

- Copy word for word from textbooks;
- Copy and paste work from the Internet;
- Copy from other students (past and present).

Any work that has been copied from the Internet, books, magazines, including work that has been published or not, **MUST** be clearly identified as such by being placed inside quotation marks and a full reference to the source **MUST** be provided.

Waseley Hills has a clear policy on how to deal with students who cheat. If you copy the work of another student you will risk having your work cancelled and may achieve nothing! If you lend your work to others, you will also risk having your work cancelled. If you steal another student's work and copy it, we may withdraw you from your course(s). **DO NOT CHEAT.** Remember your teachers are very good at detecting work that has been copied.

*Your submitted work may be checked for plagiarism, we use Grammarly.com for this purpose.

Appeals procedures

Stage 1 – Assessor and Candidate

If you disagree with an assessment you must discuss your reasons with your teacher(s) as soon as possible. Normally this will be immediately after you receive the assessment decision. If this is not convenient, you should arrange an appointment with your teacher(s).

Your teacher(s) will consider your reasons and look again at your work. Your teacher(s) will then give you a response as soon as possible which will be:

- a) A clear explanation, backed up in writing, of the assessment decision;
- b) Confirmation of the original decision, or if appropriate, a new grading.

If you agree with your teacher(s) response then the appeal stops at that point.

You must tell your teacher(s) if you are still unhappy with the decision, then your appeal will go to stage 2.

Stage 2 – Course Leader

If you are still dissatisfied after stage 1, you must ask the course leader (see page 5 for who they are) for the course(s) you are studying for a re-assessment in writing within 10 working days (excluding weekends) of the original assessment.

The course leader will reconsider the assessment decision taking into account the following:

- The candidate's reason for appeal;
- The candidate's evidence and associated records;
- The assessor's reason for the decision;
- The opinion of another assessor from the Centre.

The course leader and programme manager will try to seek a solution between the teacher(s) and candidate. You must tell the course leader if you are still unhappy with the reconsidered assessment decision. The appeal will then go to stage 3.

Stage 3 – Quality Nominee (QN) Appeal Review

At this point the Assessment appeals procedure becomes more formal, to proceed, the learner needs to obtain an assessment appeal form. These are available from Mr Moore, Quality Nominee and must be completed and returned to the same person no later than 21 days after you received the original assessment. The learner should submit copies of all evidence relating to the assessed work and explain in detail the circumstances leading to the appeal.

Stage 4 – Appeal decision in line with Awarding body policy

Upon receipt of the form the Quality Nominee will ensure that the appeal is dealt with in line with Awarding Body Policy. The Case is discussed with all parties to come to a reasonable and correct decision. The QN review will normally happen within one week of the receipt of the appeal with re-assessment, if deemed necessary by the QN, taking place within 10 working days (excluding weekends) of the stage 3 review meeting.

Resubmission of work

Only the 'Lead Internal Verifier' (LIV) for your course can authorise a resubmission of work. Your Course LIV is given on page 5.

See below to check if you are eligible for a resubmission:

YES

When can a Lead Internal Verifier authorise a resubmission?

The Lead Internal Verifier can only authorise a resubmission if all the following conditions are met:

- The learner has met initial deadlines 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 Assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed and dated learner declaration of authenticity

NO

What if a learner does not meet all of these conditions?

! If a learner has not met these conditions, the Lead Internal Verifier must not authorise a resubmission.

Remember - a resubmission is another chance to undertake the same assignment and all criteria are available

Deadline extensions

In exceptional circumstances, you may apply in writing to your course (LIV) Lead Internal Verifier (see page 5 for their contacts details) for an extension to your assignment deadline. This should be received at least one week before the original assignment deadline. You should give clear reasons as to why this request is being made; any medical evidence in support of this should be submitted at the same time. Please note: a request for an extension does not guarantee that one will be granted, so please read carefully the late submission of work rules below.

Late submission of work

Your teacher will inform the Lead Internal Verifier (Liv) for your course that your work has been submitted late. He / She may request appropriate evidence to support a late submission. Only supporting documentation such as a doctor's note or medical certificate, will be accepted when considering the marking of any late submissions.

Ill Health & Deadlines

If you are ill, then you should email your work to your teacher or ask a friend to hand it in on the due date on your behalf.

Key Dates - _____

Component 1: (Internal)

Task: _____

Teaching period: _____

Assignment Issue date: _____

Assignment Hand in date: _____

Internal verification date: _____

Learner feedback given: _____

Task: _____

Teaching period: _____

Assignment Issue date: _____

Assignment Hand in date: _____

Internal verification date: _____

Learner feedback given: _____

Component 2: (Internal)

Task: _____

Teaching period: _____

Assignment Issue date: _____

Assignment Hand in date: _____

Internal verification date: _____

Learner feedback given: _____

Component 2: (Internal)

Task: _____

Teaching period: _____

Assignment Issue date: _____

Assignment Hand in date: _____

Internal verification date: _____

Learner feedback given: _____

Task: _____

Teaching period: _____

Assignment Issue date: _____

Assignment Hand in date: _____

Internal verification date: _____

Learner feedback given: _____

Component 3: [External]

Preparation task [48 GLH] Teaching Period:

_____ :

_____ :

_____ :

External task:

Appendix I: Points Tables

Points available for internal components*

U	0
Level 1 Pass	9
Level 1 Merit	15
Level 2 Pass	22
Level 2 Merit	29
Level 2 Distinction	36

Points available for external components*

U	0
Level 1 Pass	12-17
Level 1 Merit	18-23
Level 1 Distinction	24-29
Level 2 Pass	30-35
Level 2 Merit	36-41
Level 2 Distinction	42-48

Calculation of final Grade table*

Grade	Points threshold
Level 1 Pass	30
Level 1 Merit	44
Level 1 Distinction	58
Level 2 Pass	72
Level 2 Merit	95
Level 2 Distinction	105
Level 2 Distinction*	114

*Please note that Pearson can change the contents of these tables annually, so these values should be used for approximate calculations only. Please refer to the Pearson website for the most up to date information.

Appendix II: Secure storage of assignment work

When working on your assignment, you will be required to log on in a different way to a special account which has been created for assignment work. Only you and your teacher will have access to this area. Any non-computer practical work will be stored in a locked room when not required during the period of your assignment.

You will only be able to save your work to this account and will not be able to access it unless your teacher is present. This will be automatically backed up each night to protect from any work loss.

To log on to your secure account – for user ID: please type in the name of your course followed by your initials with no spaces. Note the lower and upper case letters required as shown below. You will be prompted to create a password during the first time you log on.

E.g. Joe Blogs who studies Media log in would be:

User ID:	<input type="text" value="MediaJB"/>
Password:	<input type="password" value="*****"/>

BTEC Club:

Open to any BTEC student who wants to catch up on missed work, or complete extra work on their assignment (within issue & hand in dates). Please ask your teacher for further details of this... Why not come along?

Appendix III: Covid-19 situation update

As a school, we have plan in place to manage any disruption caused by the current Covid situation with the intension to minimise the impact on both your teaching and learning and assignment work.

Your teacher will let you know in class or via the ‘Show My Homework’ platform what we would like you to do with your BTEC assignment work or classwork tasks should you or your class have to self-isolate.

We aim to ensure that you will not be disadvantaged with any of your assignment time or work grades by the current situation by:

- Ensuring we only set assignment briefs when you are present in school
- Extending assignment deadlines to allow for any missed school time due to Covid -19 or time missed to self-isolation.
- Where possible, Teacher support will be given to assist pupils in completing tasks at home. Pupils can contact teachers through email or ‘SMHW’ and where possible, MS team virtual lessons & chat function may be utilised.

Should you have any concerns or need to apply for a deadline extension due to a Covid related situation, the please contact your subjects Lead Verifier via email. Their contact details can be found on page 5 of this booklet.