



BTEC POLICY ON ASSESSMENT AND GRADING

Date for renewal/updates/review	November 2019
Named person responsible for monitoring	Headteacher
Agreed by Curriculum Committee	December 2018

Aims

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

In order to do this we will:

- Ensure that students are provided with assignments that are fit or purpose, to enable them to produce appropriate evidence for assessment.
- Produce a clear and accurate assessment plan at the start of the programme.
- Provide clear, published dates for hand out of assignments and deadlines for formative (where appropriate) and summative assessment.
- Assess students' work within 10 working days of submission date.
- Assess students' evidence using the published assessment and grading criteria.
- Ensure that assessment decisions are impartial, valid and reliable.
- 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 (in line with the SWR Internal Verification policy).
- Provide samples for standards verification as required by the awarding organisation.
- Programme Leaders and the Quality Nominee are to monitor standards verification 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.
- Ensure that students have the opportunity to practice exam-style questions and receive feedback in order to improve.
- Ensure that at least ONE "SIR" activity is undertaken per half term per BTEC course, in preparation for the assignment/external exam.
- The assessment/Learning Aims/Outcomes and Grading Criteria of a unit must not be modified or added to by the assessor.
- Ensure that students are entered for the required external course exams and that they are aware of their examination dates.
- SWRS will enter students for external exams and will pay for one chance at a re-sit. This includes pupils who do not turn up for "on-demand" examinations. One external exam re-sit is a Pearson standard set for all level 3 NQF qualifications, except for a near pass candidate, who may be entitled to another resit. Additional resits may be possible at level 2 but all costs will need to be met by candidates.

This policy will be reviewed every 12 months by the centre Quality Nominee, exams officer and Programme Leaders.

Links:

[https://qualifications.pearson.com/en/home.](https://qualifications.pearson.com/en/home)

[https://qualifications.pearson.com/content/dam/pdf/BTEC-Firsts/news/Guide to Internal Assessment for BTEC Firsts and Nationals.pdf](https://qualifications.pearson.com/content/dam/pdf/BTEC-Firsts/news/Guide%20to%20Internal%20Assessment%20for%20BTEC%20Firsts%20and%20Nationals.pdf)

<https://qualifications.pearson.com/en/support/support-topics/assessment-and-verification/btec-assessment-and-verification-tools.html>