



BTEC POLICY ON ASSESSMENT AND GRADING

Date for Renewal/Updates/Review	December 2022
Named Person Responsible for Monitoring	Deputy Headteacher, Teaching and Learning
Agreed by Governing Body	December 2021

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 for 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 via SMHW and on unit briefs.
- 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 SWRS 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 BTEC course, prior to and 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.
- Assessments and grading will be updated according to arrangements/amendments stated by Pearson for extenuating circumstances such as COVID-19.
- 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 resit. This includes students who do not turn up for 'on-demand' examinations. One external exam resit 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.