

Name of Policy

BTEC ASSESSMENT POLICY

Purpose of Policy

To define the rules and procedures for internal summative assessment which apply to all BTEC Firsts and Nationals on qualifications and Credit Framework
To detail the procedures for summative assessment submissions and resubmissions for summative assessments which fall within the BTEC Level 2&3 Programmes.

Author/Job Title

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Equality assessment by whom

Director of Quality & Staff Development

Date

Jan/2018

Version

1

Day of next review (month & year)

Aug/2019

Approved by

Date

SMT	18/1/2018
ELT	
Corporation	

Related policies or procedures or parent policy if applicable

Teaching, Training & Learning Strategy
Assessment Malpractice and Maladministration Policy
Internal verification and Moderation Policy
Target Setting and Monitoring Policy and Procedure

Groups/bodies consulted in the development of the policy

To be published on College website

YES

SCOPE & RESPONSIBILITY

This procedure is applicable to all BTEC Firsts and Nationals. This includes BTEC qualifications on the:

- National Qualifications Framework (NQF) and the Qualifications and Credit Framework (QCF).
- Pearson Self-Regulated Framework (SRF).

This procedure does not apply to the following programmes:

- BTEC Entry Level programmes
- BTEC Level 1 programmes
- BTEC Specialist programmes from Entry to Level 3

It is the responsibility of Programme Leaders to:

- ensure that the procedure is adhered to within their Programme Areas
- ensure it is applied to all assessments for BTEC First and National programmes

SCOPE

The policy aims to draw attention to possible conflicts of interest and provide a framework of identity and manage them. This policy does not attempt to identify and cover every possible conflict of interest situation that may arise but provide some procedures that will allow the application of dealing with them.

DEFINITIONS

The College uses the following definitions specific to this procedure:

Working days: working days must be within term time, in the same academic year as the original submission. If student is studying part time, this is the equivalent days of “study time” to ensure we are being fair to all students.

PROCEDURE

Students are provided with a summative assessment calendar at the start of the academic year.

1.1 Assessment rules:

1.1.1 Giving feedback to students

The teacher or tutor must decide when the student is fully prepared to undertake the assessment.

Once students are working on summative assignments which they will submit for summative assessment, **they must work independently** to produce and prepare evidence for assessment.

Preparing for summative assessment: Before starting an assessment, the tutor must ensure each student understands the:

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

Working on a summative assessment assignment: Once the student begins work for the assessment, the tutor must not:

- provide specific assessment feedback on the evidence produced by the student before it is submitted for assessment
- confirm achievement of specific assessment criteria until the assessment stage.

1.1.2 Submission of assessments:

Only **one submission** is allowed for each summative assignment.

The assessor must formally record the summative assessment result and confirm the achievement of specific assessment criteria on the student's feedback form and Mark book with 15 days of assessment submission.

Assessment criteria in each unit are assessed once only.

Each student must submit:

- A summative assignment for assessment which consists of evidence towards the targeted assessment criteria
- a **signed-and-dated declaration of authenticity** with each assignment which confirms the student has produced the evidence themselves.

The assessor must:

- complete a **confirmation** that the evidence they have assessed is authentic and is the student's own work.

The assessor must not:

- provide feedback or guidance on how to improve the evidence to achieve higher grades.

The assessor should:

- provide tailored feedback that is specific to the individual student based on the assignment evidence the student has submitted for summative assessment
- identify criteria which a student has not achieved or could have developed to improve the grade achieved – but **NOT HOW** they can achieve or develop their work further to meet the criteria as this would invalidate any resubmission opportunity authorised by the LIV

Extension of deadline: If there are exceptional circumstances, (such as illness, bereavement, serious health problem of close family member, serious accident, caring responsibilities and or victim of crime etc.) supported by appropriate evidence, a LIV may, in consultation with appropriate staff, agree to extend a deadline. All extensions must be applied for in writing 48 hours prior to the submission date (Appendix i).

1.1.3 Opportunities for resubmission of evidence

Because every assignment contributes towards the final qualification grade, the new rules framework allows for one resubmission of evidence for each assignment.

Because every assignment contributes to the final qualification grade, it may be appropriate for the Lead Internal Verifier to authorise **one opportunity for a student to resubmit evidence** to meet assessment criteria targeted by an assignment.

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

- the student has **met initial deadlines** set in the assignment, or has met an agreed deadline extension
- the tutor judges that the **student 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 declaration of authenticity** by the student.

1.1.4 Procedures for resubmission

If the Lead Internal Verifier does authorise a resubmission, it **must** be:

- **recorded** on the **assessment form**
- **given a deadline** for resubmission within 10 working days* of the student receiving the results of the initial summative assessment
- undertaken by the student with **no further guidance or directed learning**.

** 10 working days must be within term time, in the same academic year as the original submission. If you are studying part time, this is the equivalent of 10 days of "study time" to ensure fairness for all students.*

If a student has not met the conditions listed above the Lead Internal Verifier **must not** authorise a resubmission. This must be recoded on Pro-Monitor.

Standards Verification

For BTEC Standards Verification you are required to include evidence of resubmitted work in sampling, including:

- **evidence of Lead Internal Verifier authorisation**, signed and dated, with the resubmission deadline clearly stated
- the **initial assessment record**
- the **resubmitted student evidence**, accompanied by a **signed-and-dated declaration of authenticity** by the student
- the **resubmission assessment record**, detailing the additional student evidence submitted and showing any related changes to the assessment decisions
- confirmation from the assessor that the **resubmitted evidence is authentic** and is the student's own work.

Conditions for retaking a new assignment

The QCF does not allow for compensation – this means that BTEC Firsts and Nationals on the QCF require students to achieve every pass criterion in order to successfully achieve the qualification.

If a student has met **all** of the conditions listed above in **Opportunities for resubmission**, but still not achieved the targeted pass criteria following resubmission of an assignment, the Lead Internal Verifier **may** authorise **one retake** opportunity to meet the required pass criteria. The Lead Internal Verifier must only authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

- The retake must be a new task or assignment targeted only to the pass criteria which were not achieved in the original assignment. (Please see the **BTEC Centre Guide to Assessment** for further information on writing assignments for retake <http://qualifications.pearson.com/en/about-us/qualification-brands/btec/delivering-btec/key-documents.html>)
- The assessor must agree and record a clear deadline before the student starts a retake.
- The student and the assessor must sign declarations of authentication as they both did for the previous submissions.
- Standards Verifiers will require you to include evidence of any retakes in sampling.
- The assessor cannot award a merit or distinction grade for a retake.
- The student will not be allowed any further resubmissions or retakes.

Monitoring retakes it is important for your own quality monitoring to keep a record of the number of retakes required on any programme. This should provide you with useful data and flag up any potential concerns about, for example:

- appropriateness of recruitment
- levels of support
- levels of student achievement

Failing to meet deadlines: All learners are expected to meet the assignment submission deadlines as stated in the assessment plan. When a learner fails to meet a set deadline a re-submission will NOT be authorised. Failure to meet assignment submission deadlines on 3 occasions within one academic year will result in the college disciplinary procedure being followed.

Where learners have failed to meet a set deadline it is the responsibility of the teacher/trainer/assessor/coach to carry out a one-to-one with the learner and to inform parent/guardians (16-18 learners).

Please note that once evidence is accepted for assessment, learners are not to 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. The Pearson Policy for Assessment and Grading can be found here: <http://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>

This form must be submitted before the assignment deadline

Please date stamp:

Assignment Submission: **Short Extension Request**

A **Short Extension** is for up to and including 10 working days and is usually for **one assignment only**.
(working days must be during term time and within the same academic year)

Surname:		Forename(s):	
Programme/Course Name:			
Mode of Study: <i>(circle as appropriate)</i>	FT PT	Year of Study: <i>(circle as appropriate)</i>	Term: <i>(circle as appropriate)</i>
		1 2 3	1 2 3
Student No:		Academic Year:	
Reason requested for Extension:			
If you cannot meet an assessment deadline, you are strongly advised to seek advice from a member of your teaching staff as soon as possible. Please give the name and role of the member of staff who advised you:			
Staff Name:		Role:	Date:
Type of Assessment <i>(eg Assignment, Presentation)</i>	Unit Title	Original Assessment Deadline Date	Agreed Extension Date
Student's Signature:		This form must be approved by the Programme Leader.	
Date:		Evidence supplied? Yes No <i>(circle as appropriate)</i>	
		Approve Do Not Approve <i>(circle as appropriate)</i>	
		Name:	
		Signed:	
		Date:	

This form must be submitted up to 48 hours before the assignment deadline

