



## Assessment Policy for AQA Awards and BTEC Courses

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Date : 01/05/2018  
Review Date: 01/05/2022

# Contents

- **Preparing for Assessment**
- **Working on an Assessment**
- **Following Assessment**
- **Submission of evidence**
- **Procedures for authorising deadline extensions**
- **Opportunities for resubmission of evidence**
- **Retaking a new assignment**
- **Examination responsibilities**
- **Procedure for learners missing deadlines.**
- **Internal verification of assignment briefs**
- **Further points**

The following information outlines the assessment procedures for L2 courses. Please read the information carefully.

## **Preparing for Assessment**

Before starting an assessment, the teacher must ensure each learner understands the:

- Assessment requirements
- Nature of the evidence they need to produce
- Importance of time management and meeting deadlines.

In the 'Learning and Teaching' period before the assessment, the teacher will give the learners practice material to help them develop the skills that are necessary to meet the assignment criteria.

## **Working on an assessment**

Once the learner begins work for the assessment, the teacher must not:

- Provide specific assessment feedback on the evidence produced by the learner before it is submitted for assessment.
- Confirm achievement of specific assessment criteria until the assessment stage.

## **Following Assessment**

The teacher formally records their assessment decisions against individual assessment criteria on the assessment record. The assessment record provides a formal opportunity for the teacher to give feedback to support learner progression. The teacher should:

- Give feedback on which criteria the learner has achieved – and not achieved – giving clear reasons why so the learner can learn and progress.
- Avoid giving direct, specific instructions on how the learner can improve the evidence to achieve a higher grade (should the Lead Internal Verifier authorise a resubmission where this is required by the board).

## **Submission of evidence**

**Only one submission is allowed for each assignment.** Assessment criteria in each unit are assessed once only.

The teacher must:

- Formally record and confirm the achievement of specific assessment criteria on the assessment record.
- Complete a confirmation that the evidence they have assessed is authentic and is the learner's own work.

The teacher must not:

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

Each learner must submit:

- An assignment for assessment which consists of evidence towards the targeted assessment criteria.
- A signed-and-dated declaration of authenticity with each assignment, which confirms they have produced the evidence themselves where this is required by the board.

## **Procedures for authorising deadline extensions where permitted by boards.**

If a learner has a legitimate reason for not being able to meet a deadline then they can apply for a deadline extension. This must be in the form of a written request, which clearly states the reason. This request is given to the Lead Internal Verifier who will decide whether the extension should be authorised. Evidence of the request and decision must be saved.

## **Opportunities for resubmission of evidence.**

Because every assignment contributes to the final qualification grade, it may be appropriate for the Lead Internal Verifier to authorise one opportunity for a learner 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 learner has met initial deadlines set in the assignment, or has met an agreed deadline extension.
- The teacher 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 declaration of the authenticity by the learner (Level 2 only).

If a learner has not met these conditions, **the Lead Internal Verifier must not authorise a 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 learner receiving the result of the assessment.
- Undertaken by the learner with no further guidance.

(\* 10 working days must be within term time, in the same academic year as the original submission.)

Standards Verifier will:

- Ask for evidence of any resubmission as part of their sample.
- Need to **see the full audit trail** of the initial assessment and resubmission.
- Make a judgement on the accuracy of assessment decisions.

They will also look at the feedback given on the initial assessment record to ensure that the teacher did not:

- Give the learner an inappropriate level of help
- Provide direct instructions on how to improve their evidence for a resubmission.

The Standards Verifier may “roll back” the outcome of the original assessment decision, for example if:

- The teacher has given too much – or inappropriate – guidance
- The resubmitted evidence was not generate independently by the learner and has given them an unfair advantage.

### **Retaking a new assignment**

If a learner has met all 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 retake must be **a new task or assignment targeted only to the pass criteria** which were not achieved in the original assignment.

The teacher must agree and record a clear deadline before the learner starts a retake. The learner and the teacher 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 teacher cannot award a merit or distinction grade fro a retake.

The learner will not be allowed any further resubmissions or retakes.

### **Procedure for learners missing deadlines.**

If a learner misses a deadline then work can still be handed in at any point up **until the end of the final course submission date**. The work will be marked and can be awarded a P, M or D if the criteria have been met. There will be no opportunity for resubmission.

If there is only one deadline which is at the end of the unit then work can still be handed in at any point up until the work is returned to the other learners for resubmission which could be about three further weeks past the deadline due to marking and IV. The work will be marked and can be awarded a P, M or D if the criteria have been met. There will be no opportunity for resubmission.

## **Examination responsibilities**

### **The Head Teacher is responsible for:**

- Managing the external validation of courses followed at KS4
- Identification and testing of candidates, requirements for Access Arrangements.
- Provision of additional support - with spelling, reading, mathematics, Dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

### **Quality Nominee is responsible for:**

- The Quality Nominee is our point of contact at your centre for quality assurance. They are responsible for ensuring effective management of your BTEC programmes and actively promoting good practice within your centre.
- As they are involved in monitoring and supporting the programme teams, the Quality Nominee has responsibility for the BTEC curriculum.
- The Quality Nominee contact details are kept up-to-date on Edexcel Online.

## **Quality Management Review responsibilities**

- The Quality Nominee will be the main point of contact for the Centre Quality Reviewer. They will agree the agenda of the visit, negotiating when this will take place and which practitioners need to be involved, and complete the Centre Engagement Document.
- Following the visit they will manage the resolution of any Essential Actions and Recommendations.

## **Standards Verification responsibilities**

The Quality Nominee will be the initial point of contact for the Standards Verifier and will work with other centre staff to ensure that Standards Verification can take place.

### **Lead internal verifier is responsible for:**

- Managing assessment and internal verification of units and qualifications.
- Work with your Assessors and Internal Verifiers to agree an assessment and verification plan for all cohorts from the start of the programme.
- Ensuring that it is fit for purpose and meets regulatory requirements before it is signed off.

### **The Exams Officer is responsible for:**

- Making all entries for examinations via SIMs exam manager to the boards.

- Ensuring all Access arrangements are communicated from home schools and registered with JCQ and any other organising body.

**Teaching staff are responsible for:**

- Submission of candidates' names to the Exams Officer along with tier of entry.
- Completion of exam entry paperwork as provided by the Exams Officer.
- Ensuring the specification guidelines are followed in the teaching delivery and that all aspects of the course are covered in a timely organised fashion across the year/s.
- Notification of access arrangements requirements (as soon as possible after the start of the course).

**Lead Invigilator/Invigilators are responsible for:**

- Working closely with the Exam's Officer in setting up of Examination Room's.
- Collection of papers and other materials from the exams office before the start of the exam.
- Ensuring all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination.
- Ensuring they follow the invigilator training given.
- Collection of all exam papers in the correct order at the end of the exam and their safe return to the exams office.

**Internal verification of assignment briefs**

Assignment briefs will be internally verified and revised prior to the distribution to learners to ensure they are fit for purpose. The deadline for submitting the completed assignment will be clearly given on the assignment brief. All work will be assessed and internally verified accurately to national standards and against the assignment criteria before marks are passed on to the awarding body. All staff delivering BTEC subjects at Two Bridges have completed the Standard verification exercise and we have a lead IV for our Centre who keeps her knowledge up to date throughout the academic year.

**Further points**

Learners will have an opportunity to follow the Two Bridges School appeal procedure if they are concerned about assessment decisions.

Where possible, learners will have the opportunity to gain the BTEC award if the BTEC certificate or diploma is not achievable.

**I have read and understood the Two Bridges School assessment policy for L2 BTEC courses.**

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**Reviewed: May 2021**

**Next Review Date: May 2022**

Approved on behalf of Management Committee

Name.....

Signature..... Date .....