



# **BTEC POLICIES AND PROCEDURES**

**2023/24**

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## **Roles and Responsibilities**

*Note – As the Deaf Academy (hereafter referred to as “the Academy”) is a specialist school for Deaf students with additional needs, the student body is quite small in number, compared to mainstream schools and colleges. The student cohorts taking BTEC qualifications are therefore also limited in number. As a result of this, the Quality and Lead Internal Verifier roles are conducted by the same person. There are no separate Internal Verifiers – all verification activities are conducted by the Lead Internal Verifier.*

### **Head of Centre**

Formally responsible for ensuring that the centre acts in accordance with Pearson’s terms and conditions of approval. Together with the Quality Nominee, completes the Annual Centre Declaration.

### **Quality Nominee**

Ensures the effective management of all BTEC programmes and actively encourage and promote good practice within the centre. Together with the Head of Centre, completes the Annual Centre Declaration.

Liaises with the Centre and Pearson staff to ensure that:

- all programmes are approved and registrations are accurate and up-to-date
- approval conditions and policy requirements are being implemented consistently and effectively
- all staff are aware of all support and guidance available and understand requirements
- assessment and internal verification is effective on all Pearson BTEC programmes
- there is a registered Lead Internal Verifier in place for each Subject Area, where required
- where required, standards verification is completed successfully
- in all quality review processes liaises with the Lead Standards Verifier, where necessary

### **Lead Internal Verifier**

Acts as a point of sign-off for the assessment and conducts internal verification of programmes in a Principal Subject Area.

- registers via OSCA, accessed through Edexcel Online and reconfirms registration each year
- undertakes annual Lead Internal Verifier training, available as an online presentation via OSCA
- shares information about standards with Assessors to ensure that assessment across the centre is to national standards

- agrees and signs off an assessment and verification plan for all cohorts from the start of the programme, which is fit for purpose and meets regulatory requirements
- supports assessment within the centre throughout the programme
- samples assessment across the qualifications and ensure that there is a suitable plan of activity
- where requested, authorises a maximum of one opportunity for any learner to resubmit work for internally assessed units following summative assessment, if requested
- ensures that assessment and verification plans are made available to the Standards Verifier on request
- ensure that records of assessment and verification and current learner work are available for scrutiny by Pearson on request
- liaises with the Standards Verifier to ensure that appropriate samples of assessed and internally verified learner work are available for sampling

### Assessor (Teacher)

The Assessor is responsible for teaching and assessing learners against the learning aims and assessment criteria of the course specification.

- has knowledge of how centre systems and procedures are understood and implemented at programme level including requirements of internal assessment
- completes annual standardisation training overseen by the Lead IV
- decides when learners have been sufficiently prepared to take their assignment
- assesses learner work and provide assessment records and learner work for both Internal Verification and Standards Verification
- follows the requirements of the Assessment Plan

### Exams Officer

Responsible for the correct administration of all learners with Edexcel, to include registration, certification, withdrawal and transfer. The Exams Officer acts as the administrator for Edexcel Online, facilitating direct access to learner administration.

- liaises with Assistant Principal (Education) and Curriculum Managers to maintain information on which programmes are running and when they start and finish
- liaises with teachers to ensure the correct registrations are made for all external assessment and external re-sit opportunities
- ensures the appropriate conduct of external assessments
- registers learners by 1 November (for programmes starting in September) or within one month of enrolment (for other start times)

- registers learners for the correct programmes, checking that these are the specific titles and versions that learners are following
- checks registrations carefully to ensure that all data is correct and follow correct procedures if amendments are required
- checks that certification details are accurate
- gives Edexcel Online access to Lead IV so that they can register on to the OSCA system, ensure that the access granted is appropriate; that is, it should not normally include access to registration or certification of learners.

## **Registration & Certification Policy**

*This should be read in conjunction with the Academy's Examinations Policy.*

Aims:

To register individual learners to the correct programme within agreed timescales.

To claim valid learner certificates within agreed timescales.

In order to do this, the Academy will:

- register each learner within the awarding body requirements. The Exams Officer emails all Teachers before the end of September requesting learner registration information and BTEC Course details including Programme Title and Course Code
- provide a mechanism for Teachers/Curriculum Managers to check the accuracy of learner registrations. Two weeks prior to the final registration date (1 November) the Exams Officer will generate learner registration lists for checking by Teachers/Curriculum Managers to confirm accuracy of registrations to allow for amendments to be actioned
- make each learner aware of their registration status. Following registration by the Exams Officer, confirmation of registrations is distributed to all Teachers which are then shared with each registered learner
- inform the awarding body of withdrawals, transfers or changes to learner details. The Exams Officer is responsible for liaising with Teachers/Curriculum Managers, checking registrations and acting on information which requires withdrawal, transfer or a change of learner details by informing the awarding body and making amendments to the learner registration
- ensure that certificate claims are timely and based solely on internally verified assessment records. Prior to certification deadlines, the Exams Officer requests Teachers/LIV to submit internally verified spreadsheet data of all unit results for registered learners. The Exams Officer then enters the data via edexcelonline
- audit the certificates received from the awarding body to ensure accuracy and completeness. The Exams Officer audits the certificates against entry spreadsheet and unit spreadsheet data prior to distribution to students on results day. The Exams Officer will raise any queries directly with the awarding body
- keep all records safely and securely for three years post certification. The Exams Officer will keep tracking, assessment and internal verification records and records of certification claims for a minimum of three years post certification. Teachers will keep student coursework for a minimum of twelve weeks after certification

## **Assessment Policy**

*This should be read in conjunction with the Academy's Non-Examinations Assessment Policy and the BTEC Centre Guide to Internal Assessment (found on Pearson website)*

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, the Academy will:

- ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment. The Academy promotes the use of Pearson designed Assignment Briefs to ensure that that assignments are fit for purpose and will allow learners to generate appropriate evidence for assessment. All Assignment Briefs are internally verified by the LIV, as necessary, prior to teaching. Before commencing an assessment, the Teacher/Assessor will ensure that learners understand the assessment requirements, the nature of the evidence they need to produce and the importance of time management and meeting deadlines.
- produce a clear and accurate assessment plan at the start of the programme/academic year. The Lead Internal Verifier is responsible for producing the assessment plan. The assessment plan is a working document and as a minimum requirement the assessment plan will include names of Assessors, deadlines for assessments, scheduling for internal verification and opportunities for resubmission
- provide clear, published dates for handout of assignments and deadlines for assessment. The Lead Internal Verifier will record dates for handout of assignments and deadlines on the assessment plan and the dates will be clearly displayed on each Assignment. The Assessor will decide when learners have been suitably prepared and are ready to take the assignment.
- assess learner's evidence using only the published assessment and grading criteria. Assessors will be required to use professional judgement and will refer to the grading criteria, unit content and the assessment guidance published in the specification when assessing the learner work.
- ensure that assessment decisions are impartial, valid and reliable. The Assessor will have been involved in the standardisation process and will be familiar with impartial, valid and reliable assessment. Following assessment, the internal verification process will begin. Given the small number of students, all assessments will be sampled by the LIV.

- not limit or 'cap' learner achievement if work is submitted late. However, the Lead Internal Verifier will not authorise a resubmission in any circumstances following late submission unless an agreed extension has been granted by the Assessor for genuine reasons supported with evidence.
- develop assessment procedures that will minimise the opportunity for plagiarism and assessment malpractice. Learner induction and Student BTEC Handbook informs learners of the need for authentic work. Learners are asked to authenticate the evidence that they provide for assessment by signing a declaration stating that the work is their own. Assessors will remind learners of the serious nature of plagiarism and, where possible, adopt methods which will reduce opportunities for collaboration or copying.
- maintain accurate and detailed records of assessment decisions. Assessors will be required to record assessment decisions on programme unit tracking sheets. After internal verification, all assessment records (feedback sheets) and all associated internal verification documentation are kept by the Exams Officer for a minimum period of 3 years.
- maintain a robust and rigorous internal verification procedure. The details of all internal verification procedures are fully recorded within the Internal Verification Policy.
- provide samples for standards verification as required by the awarding organisation. It is the responsibility of the Lead Internal Verifier to liaise with the Standards Verifier to ensure that appropriate samples of assessed and internally verified learner work are available for sampling. monitor reports and undertake any remedial action required.
- monitor standards verification reports and undertake any remedial action required. The Quality Nominee/LIV will share standards verification reports with Assessors and will be responsible for undertaking any remedial actions and arranging for a second sample of learner work where required.
- share good assessment practice. The Quality Nominee/LIV will co-ordinate this and share good assessment practice with Assessors/Curriculum Managers at scheduled BTEC meetings. This will allow for reflection and evaluation to improve practice within the Academy.
- ensure that BTEC assessment methodology and the role of the Assessor are understood by all relevant staff. The Quality Nominee/LIV will lead any required training and development activities, either group or 1-2-1.
- provide resources to ensure that assessment can be performed accurately and appropriately. Assessment documentation and unit specifications can be accessed via the Pearson website. The Quality Nominee/LIV is responsible for ensuring all Assessors have the necessary resources. The Exams officer can offer support in this aspect.



## THE ACADEMY ASSESSMENT PROCEDURES

### Meeting Deadlines

- All learners will be informed during the induction process of the importance of meeting deadlines for assessment. Work that is handed in late for assessment will be accepted by the Assessor but will not be marked until the end of the year. Learners will not be penalised for submitting work late.
- If an extension is to be granted, learners must provide a genuine reason supported with evidence before the Assessor will agree an extended date.

### Authenticity and authentication

- Assessors will only accept work for assessment that is authentic.
- All learner work must have a signed and dated declaration of authenticity attached.

### Submission of Evidence and Retakes

- Before starting an assessment, the Assessor will ensure that each learner understands the assessment requirements – this includes having access to the content of what is required for the assessment and also the importance of time management and submission deadlines.
- The learners will also be aware of the restrictions in how the Assessor can provide support once the assessment has been started.
- Once the assignment has been handed out the Assessor will not provide specific assessment feedback directly related to the achievement of specific assessment criteria. Learners must use their knowledge / notes / textbook to work independently towards the task.
- Only one submission is allowed for each assignment task. This must be handed in to the Assessor on the designated deadline day outlined within the assessment plan, unless there has been an agreed extension between the Assessor and the learner. The Lead Internal Verifier must be informed of any agreed extensions.
- For each assignment task the learner must submit the following:
  - An assignment which consists of evidence towards the targeted assessment criteria
  - A signed and dated declaration of authenticity which confirms the evidence has been produced independently
  - Appropriately referenced work
- The feedback from the Assessor must be completed on the Pearson approved assessment feedback form and within the specified time allocated within the assessment plan.
- The Assessor will formally record and confirm the achievement of specific assessment criteria on the assessment feedback form. They will also complete a confirmation that the evidence they have assessed is authentic and is the learner's own work. Feedback confirms which assessment criteria have been achieved. The

Assessor must not provide feedback on how to improve the work to achieve higher grading criteria.

- Due to the size of cohorts, all assessments will be verified by the LIV, within the timescale shown on the assessment plan
- Following internal verification, the Lead Internal Verifier may authorise one resubmission of evidence for each assignment submitted. This can only be authorised if the following conditions are met
  - The learner has met the initial deadline 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 original work has been authenticated by both the learner and Assessor and a signed and dated learner declaration of authenticity is attached
- If the Lead Internal Verifier does authorise a resubmission, it must be
  - Recorded on the assessment record giving a deadline for resubmission within 15 working days of the learner receiving the results of the assessment
  - Undertaken by the learner with no further support or guidance
- If the learner has not achieved the targeted pass criteria following resubmission of the assignment, the Lead Internal Verifier may authorise one retake opportunity to meet the pass criteria only. This should only be authorised in exceptional circumstances. The following conditions apply
  - The retake must be a new task targeted at only the pass criteria
  - The Assessor must agree and record a clear deadline before the learner starts the retake
  - The learner and the Assessor must sign the appropriate forms to confirm the authenticity of the re submitted work
  - The learner will not be allowed any further retakes

### WEAKNESSES IN ASSESSMENT

The Lead Internal Verifier will check the accuracy of assessment decisions of all Assessors through the IV process. If there are persistent weaknesses in assessment, assessors will be offered support and guidance, led by the Quality Nominee/LIV. If appropriate, an improvement action plan will be put in place. If accuracy of assessment remains a concern, normal Academy capability procedures will be followed.

## Internal Verification Policy

*This should be read in conjunction with the BTEC Centre Guide to Internal Verification (found on Pearson website)*

*Note – As mentioned elsewhere in this document, due to small cohort numbers, all internal verification activity is conducted by the Lead Internal Verifier.*

Aims:

To ensure that IV is valid, reliable and covers all Assessors and programme activity.

To ensure that the IV procedure is open, fair and free from bias.

To ensure that there is accurate and detailed recording of IV decisions.

In order to do this, the Academy will ensure that:

- The Lead Internal Verifier is registered annually with Pearson and has undergone the necessary standardisation processes.
- The Lead Internal Verifier understands the requirements of the Internal Verification process and procedures.
- Staff are briefed and trained in the requirements for current Internal Verification procedures. The Lead Internal Verifier will train and standardise all Assessors to ensure that they understand national standards and are familiar with all current requirements and IV procedures. This process takes place in scheduled team meetings/CPD time.
- Standardised Internal Verification documentation is used.
- All centre assessment instruments are verified as fit for purpose. The Lead Internal Verifier (in the Internal Verifier role) will check that the assignment brief:
  - has accurate unit and programme details
  - has clear deadlines and an appropriate timeframe for assessment
  - has a suitable vocational scenario or context
  - shows all relevant assessment criteria for the unit(s) covered in the assignment
  - indicates relevant assessment criteria targeted against each task
  - clearly states what evidence the learner needs to provide
  - is likely to generate evidence which is appropriate and sufficient
- If an assignment from the previous academic year is to be re-used, the Lead Internal Verifier will check that dates and deadlines are updated and that the assignment is appropriate for the new group of learners.
- An annual Internal Verification schedule, linked to assessment plans, is in place
- Due to small student cohorts all assessments are internally verified
- Secure records of all Internal Verification activity is maintained. The Lead Internal Verifier is responsible for maintaining internal verification records within the department together with the assessment tracking documents. The Lead Internal

Verifier, in conjunction with the Exams Officer, will ensure that all internal verification records are stored securely for a minimum of three years after the date of certification. Learner work will be retained for 12 weeks after the date of certification.

- The outcome of Internal Verification is used to enhance future assessment practice. The Lead Internal Verifier will share the outcomes of verification with all relevant staff to inform the self-evaluation process and identify ways of enhancing/improving future practice.
- The Lead Internal Verifier is responsible for working with the external Standards Verifier and ensuring that assessment and verification plans are made available on request. The Lead Internal Verifier will liaise with the Standards verifier to ensure that the appropriate sample of assessed and internally verified work is available for sampling. The Lead Internal Verifier will sign the Declaration to confirm that the samples sent for standards verification are complete, accurate and authentic.

## Appeals Policy

*This should be read in conjunction with the Academy's Appeals Policy and Procedures for External Qualifications and the Academy Complaints Procedure*

### Aims:

To enable the learner to enquire, question or appeal against an assessment decision.

To attempt to reach agreement between the learner and the assessor at the earliest opportunity

To standardise and record any appeal to ensure openness and fairness.

To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.

To protect the interests of all learners and the integrity of the qualification.

In order to do this, the Academy will:

- inform the learner at induction, of the Examination Appeals Policy and procedure.
- accurately record, track and validate any appeal submitted
- forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage them after the internal appeals process has been exhausted
- will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results
- keep appeals records for inspection by the awarding body for a minimum of 18 months
- have a staged internal appeals procedure
- monitor appeals to inform quality improvement

### Responsibilities:

- Learner: responsible for initiating the appeals procedure, in the required format, within a defined time frame, when they have reason to question an assessment decision
- Assessor: responsible for providing clear achievement feedback to learners. If assessment decisions are questioned, the Assessor is responsible for processing the learner's appeal within the agreed time
- Lead Internal Verifier: responsible for judging whether assessment decisions are valid, fair and unbiased

- Head of Centre: responsible for responding to any escalation of appeals/complaints made through the Academy's complaints process. Submitting an appeal in writing, to Pearson if the learner remains dissatisfied with the outcome of the centre's internal appeals procedures

#### Procedures:

- The learner induction informs the learner of the appeals procedure. This is undertaken by the Teacher/Assessor and supported by the student handbook.
- The learner appeals procedures are staged procedures to determine whether the assessor
  - Used procedures that are consistent with the awarding body's requirements.
  - Applied the procedures properly and fairly when arriving at judgements
  - Made a correct judgement about the learner's work.
- Appeals procedure stages:
  - Stage 1 – Informal: Learner consults with Assessor within a defined period of time following the assessment decision, to discuss an assessment decision. If unresolved, then the issues are documented before moving to stage 2.
  - Stage 2 – Review: Review of assessment decisions by Lead Internal Verifier. Learner notified of findings and agrees or disagrees, in writing, with outcome. This is the final stage, subject to normal Academy escalation and complaints procedures.
  - Stage 3 – Escalation as per the Academy's Appeals Policy for External Qualification or General Complaints Policy. The escalation/complaint will be reviewed by the head of Centre
  - Stage 4 – External appeal: As per Pearson's procedures, the grounds for appeal and any supporting documentation must be submitted by the Academy to Pearson within 14 days of the completion of Stage 4: a fee may be levied.
- Recording appeals: each stage will be recorded, dated and show either agreement or disagreement with decisions. Documents will be kept for a minimum of 18 months.
- Monitoring of appeals: undertaken by Assistant Principal (Education) to inform development and quality improvement.

## **Assessment Malpractice Policy**

The Academy has a Centrewide policy in respect of malpractice, both by students and/or teachers. This policy refers to wider Joint Council for Qualifications (JCQ) regulated qualifications and processes but is equally applicable to Pearson BTEC qualifications.

The Learner induction and Student BTEC handbook are used to inform about malpractice (including the use of AI tools) and outcomes.

## **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is a method of assessment [leading to the award of credit] that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so not need to develop through a course of learning. RPL is not normally used to provide evidence against achievement for an entire qualification.

Pearson have stated that the use of RPL is optional. The Academy does not currently, and does not expect to, use RPL. Should this change in future a policy, together with supporting processes will be drawn up at the appropriate time.

## **Equality & Diversity**

The Academy has a Centrewide policy in respect of accessibility and a supplementary exams specific equalities policy. These demonstrate how access arrangements, adjustments and adaptations are determined, applied for and implemented.

## **Physical Resources**

All students are supplied with an Academy Ipad and the Academy provides any additional resources, as necessary.

Each academic year a review is carried out on the current resources relevant to the BTEC qualification(s) being studied for.

The Quality Nominee will submit any requests for additional or replacement resources, as per normal Academy processes

All resources are regularly maintained and health and safety checked by the Estates & Maintenance and/or IT team(s)