



BTEC POLICY

Other related policies:

Behaviour Policy

Examination Appeals Procedures

Access Arrangements Policy

Word Processor Policy

Head of Centre: Mr. C. Wilson (Acting Head)

SLT responsible for Curriculum & Examinations: Ms. S. Watkins

Examinations Officer: Mrs. S. Wolverson

This policy will be reviewed annually, unless curriculum developments dictate otherwise.

First review October 2019.

1. Responsibilities

- Exams Officer: responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners
- Programme Leader: responsible for ensuring learner details held by Pearson are accurate and that an audit trail of learner assessment and achievement is accessible
- Quality Nominee: responsible for coordinating and monitoring the learner details held with Pearson
- Senior Management: responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.
- Programme Leader: responsible for managing programme delivery and assessment of the learners, to ensure coverage of all units and grading criteria.
- Assessor: provides feedback to learners; assures the authenticity of learner work; records and tracks achievement.
- Internal Verifier: records findings, gives assessor feedback, and oversees remedial action.
- Lead Internal Verifier (BTEC Entry Level-Level 3): by registering with Pearson, has access to standardisation materials that may be used with assessors to ensure that national standards are understood. The Lead Internal Verifier must agree and sign off assessment and internal verification plans.
- Learner: Responsible for initiating the appeals procedure, in the required format, within the defined time frame.
- Head of Centre: Responsible for submitting an appeal in writing, to Pearson if the learner is dissatisfied with the outcome of the centre's internal appeals procedures. Responsible for any investigations into allegations of malpractice.

2. Rationale

The purpose of this policy is to ensure that all BTEC programmes are appropriately implemented and meet the guidelines set by the examination board and JCQ assessment policies. This policy is to be used in conjunction with Queensbury's examinations and assessment policy and a range of guidance available at the Pearson Edexcel website:

- BTEC Guide to Standards Verification
- BTEC Centre Guide to Internal Verification
- BTEC Centre Guide to Internal Assessment
- BTEC Centre Guide to Assessment Entry- Level 3
- BTEC Centre Guide to External Examination

- BTEC Guide to for Lead Internal Verifiers
- BTEC Centre Guide to Quality Management Review

3. Registration & Certification Aims:

- To timely, register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate that is issued for each learner.

In order to do this, Queensbury will:

- register each learner within the awarding body requirements;
- provide a mechanism for programme teams to check the accuracy of learner registrations;
- make each learner aware of their registration status;
- inform the awarding body of withdrawals, transfers or changes to learner details;
- ensure that certificate claims are timely and based solely on internally verified assessment records;
- audit certificate claims made to the awarding body;
- Audit the certificates received from the awarding body to ensure accuracy and completeness.

4. Assessment 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, Queensbury will:

- ensure that learners 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/academic year;
- provide clear, published dates for handout of assignments and deadlines for assessment;
- assess learner's evidence using only 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;

- provide samples for standards verification/external examination as required by the awarding organisation;
- monitor standards verification/external examination reports and undertake any remedial action required;
- ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff;
- Provide resources to ensure that the assessment can be performed accurately and appropriately.

5. Internal Verification (IV) Aims:

- To ensure there is an accredited lead internal verifier in each principal subject area
- To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- To ensure that the internal verification procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, Queensbury will ensure that:

- a lead internal verifier for each principal subject area is accredited by Edexcel via the successful completion of an online standardisation exercise;
- staff are briefed and trained in the requirements for current internal verification procedures;
- internal verification is promoted as a developmental process between staff;
- the outcome of internal verification is used to enhance future assessment practice

Responsibilities:

- Quality Nominee: ensures that centre internal verification and standardisation processes operate, acts as the centre coordinator and main point of contact for BTEC programmes. The Quality Nominee ensures Pearson quality assurance reports are monitored and any remedial action is carried out.
- Lead Internal Verifier (BTEC Entry Level – Level 3):
 1. Is usually the programme leader in the principal subject area who monitors and coordinates the internal verification process for each principal subject area.

2. Registers details and accesses standardisation exercises to use with the assessment team.
 3. Completes and submits the standardisation exercise during a live window to gain accredited status, is registered through OSCA2 and confirms registration annually.
- Internal Verifier: verifies assessor decisions and validates assignments. The Internal Verifier records findings, gives assessor feedback, and oversees remedial action.

6. Plagiarism and Assessment Malpractice

Aim:

- To identify and minimise the risk of malpractice by staff or learners.
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of this centre and BTEC qualifications.

In order to do this, Queensbury will:

- Follow the centre policy for malpractice, which provides details of responsibilities within the centre and procedures to follow.

7. Appeals

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, Queensbury will:

- inform the student of the Examination Appeals Policy and procedure;
- record, track and validate any appeal;

- forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted;
- will take appropriate action to protect the interests of other students and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.