



Assessment Policy

★ Aim:

- To ensure that assessment methodology is valid, reliable and authentic 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 centre 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 assignment plan at the start of each unit
- 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
- not limit or 'cap' learner achievement if work is submitted late
- 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 as required by the awarding organisation
- monitor standards verification reports and undertake any remedial action required
- share good assessment practice between all BTEC programme teams
- the tutor will decide when the learner is fully prepared to undertake the assessment. Once learners are working on assignments which will be submitted for assessment, they will work independently to produce and prepare evidence for assessment
- before starting an assessment, the tutor will ensure that each learner understands the:
 - assessment requirements
 - nature of the evidence they need to produce
 - importance of time management and meeting deadlines
- once the learner begins work for the assessment, the tutor will 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
- only one submission will be allowed for each assignment. The assessor will formally record the assessment result and confirm the achievement of specific assessment criteria
- 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.
 - formally record and confirm the achievement of specific assessment criteria
 - complete a confirmation that the evidence they have assessed is authentic and is the learner's own work

- the assessor will not:
 - ◉ provide feedback or guidance on how to improve the evidence to achieve higher grades
- 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 will 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 tutor 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 authenticity by the learner
- if a learner has not met the conditions listed above, the Lead Internal Verifier will 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 results of the assessment [* the 10 working days will be within term time, in the same academic year as the original submission.
 - ◉ undertaken by the learner without further guidance
- retakes of internally assessed units are therefore not available to learners studying BTEC Firsts and Nationals on the NQF
- ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
- provide resources to ensure that assessment can be performed accurately and appropriately

This policy will be reviewed every

12 months. Last Review: 01/10/23

★ [Links](#)

BTEC Qualification Specifications: these provide guidance on assessment for each BTEC qualification. All staff teaching on BTEC programmes should have access to the relevant specification. They are published on our website: www.btec.co.uk

Pearson BTEC Assessment & Grading Policy: this is our policy on the application of grading criteria when assessing BTEC programmes: www.edexcel.com/policies

BTEC Centre Guides to Assessment: A valuable resource for centres in planning, quality assurance and delivering BTEC programmes: www.btec.co.uk/keydocuments