

ST ALBANS GIRLS' SCHOOL

	BTEC BLENDED LEARNING POLICY (NEW)		
	GB sub-committee: CASCOM		
	Co-ordinator: Miss E McHugh		
	Last Reviewed: Spring 2022	Next Review: Summer 2023	

M. Chapman

Signed by.....
Margaret Chapman (Head Teacher)

C. Barnard

Signed by.....
Claire Barnard (Chair of Governors)

1	RATIONALE	
	To ensure that STAGS follows the correct procedures for the assessment of BTEC when online and/or blended learning process is in place.	
2	AIMS	
	<ul style="list-style-type: none"> • To ensure that distance and / or blended learning delivery meets the guidelines set by the awarding organisation. • To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners. 	
3	PROCEDURES	
3.1	In order to do this St Albans Girls' School will:	
3.1.1	Ensure that teaching staff are timetabled to support distance and/or blended learning when learners are working remotely.	
3.1.2	Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner.	
3.1.3	Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear.	
3.1.4	Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner.	
3.1.5	Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement.	
3.2	Roles and personnel responsible for assessing learners studying a BTEC Qualification at STAGS	
3.2.1	Quality Nominee	The Quality Nominee is Miss E McHugh. They are responsible for overseeing all elements of the BTEC assessment process.
3.2.2	Examinations Officer	The examinations officer is Mrs M Maddison. They are responsible for registering students on the BTEC course, enabling a check of who is registered, withdraw students if they leave the course, enter internally assessed unit levels to enable certification at the end of the course.
3.2.3	Lead Internal Subject Verifier	The Lead Subject Verifier is the Lead Practitioner for the Subject.

		They are responsible for providing an assessment plan to the QN, names of students to be entered or withdrawn from the qualification, results of the unit after internal verification or external verification has taken place.
	3.2.4	Internal Subject Verifier They are responsible for teaching the BTEC course and marking the internally assessed tasks. They assist with the moderation and verification of internally assessed work.
3.3	Assessment Timelines	
	Each BTEC Lead Subject Internal Verifier is to prepare a plan for the teaching and assessment of each internal unit. A copy of this plan is provided to the Quality Nominee who reviews the plan and checks that this meets the assessment criteria. This plan is also shared with the external Subject Verifier as requested.	
4	MONITORING	
	This policy is monitored internally once per year by the Quality Nominee. It is provided to Pearson at their request as part of their Quality Assurance processes in the autumn of each school year.	