
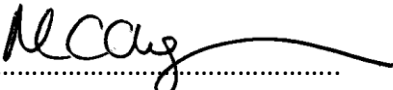


# ST ALBANS GIRLS' SCHOOL

	<b>BTEC ASSESSMENT POLICY</b>	
	<b>GB sub-committee: CASCOM</b>	
	<b>Co-ordinator: Miss E McHugh</b>	
	<b>Last Reviewed: Summer 2022</b>	<b>Next Review: Summer 2023</b>

Signed by   
Margaret Chapman (Head Teacher)

Signed by   
Claire Barnard (Chair of Governors)

<b>1</b>	<b>RATIONALE</b>	
	To ensure that STAGS follows the correct procedures for the assessment of internal BTEC units.	
<b>2</b>	<b>AIMS</b>	
	<ul style="list-style-type: none"> <li>• To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals</li> <li>• To ensure that the assessment procedure is open, fair and free from bias and to national standards</li> <li>• To ensure that there is accurate and detailed recording of assessment decisions.</li> </ul>	
<b>3</b>	<b>PROCEDURES</b>	
	<b>3.1</b>	<b>Process for internally assessing learners</b>
	<b>3.1.1</b>	Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
	<b>3.1.2</b>	Produce a clear and accurate assessment plan at the start of the programme/academic year
	<b>3.1.3</b>	Provide clear, published dates for handout of assignments and deadlines for assessment
	<b>3.1.4</b>	Assess learner's evidence using only the published assessment and grading criteria
	<b>3.1.5</b>	Ensure assessment practices meet current BTEC assessment requirements and guidance
	<b>3.1.6</b>	Ensure that assessment decisions are impartial, valid and reliable
	<b>3.1.7</b>	Will not limit or 'cap' learner achievement if work is submitted late
	<b>3.1.8</b>	Develop assessment procedures that will minimise the opportunity for Malpractice
	<b>3.1.9</b>	Maintain accurate and detailed records of assessment decisions
	<b>3.1.10</b>	Maintain a robust and rigorous internal verification procedure
	<b>3.1.11</b>	Provide samples for standards verification/external examination as required by the awarding organisation
	<b>3.1.12</b>	Monitor standards verification/external examination reports and undertake any remedial action required
	<b>3.1.13</b>	Share good assessment practice between all BTEC programme teams
	<b>3.1.14</b>	Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff

		<b>3.1.15</b>	Provide resources to ensure that assessment can be performed accurately and appropriately
		<b>3.1.16</b>	Maintain and store securely all assessment and internal verification records in accordance with Pearson Approval Centre Agreement for three years
	<b>3.2</b>	<b>Roles and personnel responsible for assessing learners studying a BTEC Qualification</b>	
		<b>3.2.1</b>	<b>Quality Nominee</b> The Quality Nominee is Miss E McHugh They are responsible for overseeing all elements of the BTEC assessment process
		<b>3.2.2</b>	<b>Examinations Officer</b> 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
		<b>3.2.3</b>	<b>Lead Internal Subject Verifier</b> 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
		<b>3.2.4</b>	<b>Internal Subject Verifier</b> 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.
	<b>3.3</b>	<b>Assessment Timelines</b>	
		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.	
<b>4</b>	<b>MONITORING</b>		
	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.		