
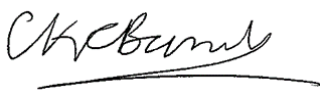
	<b>ST ALBANS GIRLS' SCHOOL</b>
<b>BTEC Collaborative Arrangements Policy</b>	
<b>GB sub-committee: Curriculum, Assessment &amp; Standards Committee</b>	
<b>Co-ordinator: Mrs J Flint</b>	
<b>Last Reviewed: Summer 2023</b>	<b>Next Review: Summer 2024</b>
	
<b>Signed by:</b> <b>Margaret Chapman <i>Head Teacher</i></b>	<b>Signed by:</b> <b>Claire Barnard <i>Chair of Governors</i></b>

<b>1. RATIONALE</b>	
<b>1.1</b>	To ensure that STAGS follows the correct procedures for the assessment of BTEC if a Consortium Student studies a BTEC qualification at STAGS, or if a STAGS student is studying a BTEC at a Consortium School.
<b>2. AIMS</b>	
<b>2.1</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. PROCEDURES</b>	
<b>3.1</b>	In order to do this St Albans Girls' School will: <ul style="list-style-type: none"> <li>• Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment</li> <li>• make sure that we have qualification approval before applying for approval under a collaborative arrangement</li> <li>• identify a Lead Centre for the collaborative arrangement, to coordinate the quality assurance for each qualification delivered</li> <li>• ensure a Lead Internal Verifier (LIV) is registered appropriately for each qualification delivered</li> <li>• ensure that the LIV completes annual standardisation activities and undertakes appropriate standardisation training with all staff completing assessment and internal verification</li> <li>• make accurate learner registrations and claims under the appropriate consortium programme code or sub-site, and have appropriate policies and procedures for registration and certification of learners in place</li> </ul>

	<ul style="list-style-type: none"> <li>• ensure we have access to all quality assurance documentation linked to our registered learners</li> <li>• ensure we have access to our learner progress and achievement records</li> <li>• be included /participate fully in the regular evaluation and review of all qualifications delivered in the collaborative arrangement</li> <li>• retain all assessment evidence and quality assurance documentation relating to our registered learners in line with Pearson requirements</li> <li>• participate as required in Pearson quality assurance monitoring through Lead Standards Verification(LSV) and Standards Verification(SV), as appropriate</li> <li>• complete and submit an Annual Centre Declaration to confirm that all required Centre Quality processes and procedures are in place and operating effectively</li> <li>• apply the outcomes of Standards Verification and support any essential actions required</li> <li>• ensure we / or the Lead Centre communicate any changes or amendments to the collaborative arrangement to Pearson, including adding or withdrawing from a collaborative arrangement and adding or withdrawing qualifications.</li> </ul>
<b>3.2</b>	<p><b>Roles and personnel responsible for assessing learners studying a BTEC Qualification at STAGS</b></p> <p><b>Quality Nominee</b> The Quality Nominee is Mrs J Flint . They are responsible for overseeing all elements of the BTEC assessment process</p> <p><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</p> <p><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</p> <p><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.</p>
<b>3.3</b>	<p><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.</p>
<b>4. MONITORING</b>	
<b>4.1</b>	<p>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.</p>