



BTEC Assessment Policy

Aim:

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, the centre will:

- *ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence 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.*



BTEC

Internal Verification policy

Aim:

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, the centre 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.***
- ***Each lead internal verifier oversees effective internal verification systems within each principal subject area.***
- ***Staff are briefed and trained in the requirements for current internal verification procedures.***
- ***Effective internal verification roles are defined, maintained and supported.***
- ***Internal verification is promoted as a developmental process between staff.***
- ***Standardised internal verification documentation is provided and used.***
- ***All centre assessment instruments are verified as fit for purpose***
- ***An annual internal verification schedule, linked to assessment plans, is in place***
- ***An appropriately structured sample of assessment from all programmes, sites and teams is internally verified, to ensure centre programmes conform to national standards and standards verification requirements***
- ***Secure records of all internal verification activity are maintained***
- ***The outcome of internal verification is used to enhance future assessment practice.***



BTEC Appeals policy

Aim:

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, the centre will:

- ***Inform the learner at induction, of the 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.***
- ***Keep appeals records for inspection by the awarding body for a minimum of 18 months.***
- ***Have a staged appeals procedure.***
- ***Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.***
- ***Monitor appeals to inform quality improvement.***



BTEC **Assessment Malpractice policy**

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, the centre will:

- ***Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice***
- ***Show learners the appropriate formats to record cited texts and other materials or information sources***
- ***Ask learners to declare that their work is their own***
- ***Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used***
- ***Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre and all personnel linked to the allegation.***

It will proceed through the following stages:

- **Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven**
- **Give the individual the opportunity to respond to the allegations made**
- **Inform the individual of the avenues for appealing against any judgment made**
- **Document all stages of any investigation.**