

BTEC Assessment Policy

Aims:

- 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, Epina y 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 assessment plan at the start of the programme/academic year.
- 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 of 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.
- 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.

Assignments

1. The assessor teaching the unit will produce an assignment(s), when planning each unit, ensuring awarding body criteria is met. The assignment must have a vocational scenario and the criteria must be displayed alongside the assignment task. It must be clear to the students how they can achieve all the grade boundaries; all assignments must have a standardised front cover sheet.
2. Support and training will be provided by lead staff and experienced assignment writers to new staff.
3. Each assignment brief will be internally verified by a BTEC Subject Leader (LIV).

Assessment

1. During the assessment staff need to be vigilant to ensure that plagiarism is not an issue. See plagiarism policy for further information.
2. An assignment will be marked by the lead teacher of the unit according to specified criteria.
3. Subject specific assignments will be internally verified by a BTEC IV. A sample of 20% will be normal with up to 100% for staff new to teaching BTEC.
4. All BTEC lead staff should ensure that assessment plans and internal verification plans are available and regularly monitored as stated in the IV strategy.

Issues with Assignments and Assessments

1. Staff should follow all procedures as highlighted in the BTEC staff QA handbook.
2. All documentation should be completed and any actions should be followed up.
3. In the event of issues not being resolved the Quality Nominee will be informed and will have to become involved.
4. Should a student disagree with an assessment decision then the appeals procedure will be implemented.

Review:

The policy is subject to annual review, as part of the school self-evaluation process. It's success in relation to the school's attainment targets for assessment will be evaluated as part of the annual assessment audit. The policy will be revised in line with any new SIP targets set.

Policy approved by Governors: June 2026

Date of next review by Governors: June 2027