



The COUNTY HIGH SCHOOL *Leftwich*

Achieving Excellence

Document Control Sheet

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| This document is part of the group which include | BTEC Appeals BTEC Assessment BTEC Blended Learning BTEC Collaborative Arrangements BTEC Malpractice BTEC Registration & Certification BTEC Special Consideration and Reasonable Adjustment Exam Contingency |
| Equality Act 2010 fully considered | Yes |
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BTEC Assessment and Internal Verification Policy

1. Aims:

- 1.1. To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals.
- 1.2. To ensure that the assessment procedure is open, fair and free from bias and to national standards.
- 1.3. To ensure that there is accurate and detailed recording of assessment decisions.
- 1.4. To ensure there is an accredited lead internal verifier in each principal subject area.
- 1.5. To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- 1.6. To ensure that the internal verification procedure is open, fair and free from bias.
- 1.7. To ensure that there is accurate and detailed recording of internal verification decisions.

2. In order to do this, the school will:

- 2.1. ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- 2.2. assess learners' evidence using only the published assessment and grading criteria
- 2.3. ensure that assessment decisions are impartial, valid and reliable
- 2.4. not limit or 'cap' learner achievement if work is submitted late
- 2.5. develop assessment procedures that will minimise the opportunity for malpractice
- 2.6. maintain accurate and detailed records of assessment decisions
- 2.7. maintain a robust and rigorous internal verification procedure
- 2.8. provide samples for Standards Verification as required by the awarding body
- 2.9. monitor standards verification reports and undertake any remedial action required
- 2.10. share good assessment practice between all BTEC programme teams
- 2.11. ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
- 2.12. provide resources to ensure that assessment can be performed accurately and appropriately.
- 2.13. a lead internal verifier for each principal subject area is accredited by Edexcel via the successful completion of an online standardisation exercise
- 2.14. each lead internal verifier oversees effective internal verification systems within each principal subject area
- 2.15. staff are briefed and trained in the requirements for current internal verification procedures
- 2.16. effective internal verification roles are defined, maintained and supported
- 2.17. internal verification is promoted as a developmental process between staff
- 2.18. standardised internal verification documentation is provided and used
- 2.19. all centre assessment instruments are verified as fit for purpose
- 2.20. an annual internal verification schedule, linked to assessment plans, is in place
- 2.21. 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
- 2.22. secure records of all internal verification activity are maintained
- 2.23. the outcome of internal verification is used to enhance future assessment practice.

3. The school will use whole-school policy on assessment and quality assurance to support the delivery of the above requirements and the Single Equality Scheme. These include:
 - 3.1. Following the school's internal work scrutiny schedule
 - 3.2. Following the school's internal lesson observation schedule
 - 3.3. Following the school's internal schedule for consulting students ("student voice")
 - 3.4. Following the school's best practice for assessment including:-
 - 3.4.1. The mandatory use of WWW (what went well) marking to ensure students understand what good work looks like and to be praised for their successes in trial exam and revision activities
 - 3.4.2. The mandatory use of EBI (even better if) marking to ensure students are clear on next steps in trial exam and revision activities
 - 3.4.3. The submission of tracking grades according to the school's assessment schedule
 - 3.4.4. Incorporation of peer- and self-assessment as a mandatory part of departmental teaching policy

4. Update to BTEC Tech awards Delivery:
 - 4.1. Learners have only one submission and one opportunity for learner to improve grade ; if the learner has fulfilled the following requirements:
 - 4.1.1. handed in work to date
 - 4.1.2. with the authorisation of the LIV
 - 4.2. Must use recording documentation
 - 4.3. Must standardise between teaching teams
 - 4.4. Feedback must be constructive and learner work authenticated through:
 - 4.4.1. Signature
 - 4.4.2. Date
 - 4.4.3. Referencing and bibliography