



The
COUNTY
HIGH SCHOOL
Leftwich

Achieving Excellence

Document Control Sheet

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

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BTEC Assessment Policy

1. **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.
2. To ensure that there is accurate and detailed recording of assessment decisions.
3. In order to do this, the County High School Leftwich will:
 - 3.1. Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
 - 3.2. Produce a clear and accurate assessment plan at the start of the academic/programme year
 - 3.3. Provide clear, published dates for the handout of assignments and deadlines for assessment
 - 3.4. Ensure assessment practices meet current BTEC assessment requirements and guidance
 - 3.5. Assess learner's evidence using only the published assessment and grading criteria
 - 3.6. Ensure that assessment decisions are impartial, valid and reliable
 - 3.7. Not limit or 'cap' learner achievement if work is submitted late
 - 3.8. Develop assessment procedures that will minimise the opportunity for malpractice
 - 3.9. Maintain accurate and detailed records of assessment decisions
 - 3.10. Maintain a robust and rigorous internal verification procedure
 - 3.11. Provide samples for standards verification/external examination as required by the awarding organisation
 - 3.12. Monitor standards verification/external examination reports and undertake any remedial action required
 - 3.13. Share good assessment practice between all BTEC teachers (all BTECs at the County High School Leftwich are delivered within the same department)
 - 3.14. Ensure that BTEC assessment methodology and the role of the assessor are understood by all the BTEC staff
 - 3.15. Provide resources to ensure that assessment can be performed accurately and appropriately
 - 3.16. Maintain and store securely all assessment and internal verification records in accordance with Pearson Approval Centre Agreement