

BTEC ASSESSMENT POLICY

2021-2022

BRYN-Y-DERYN



CARNEGIE CENTRE

Gyfleoedd ar gyfer newid a

Ilwyddiant

Opportunities for change and success

For the purpose of this policy where you read Bryn y Deryn (ByD) it means Bryn y Deryn & The Carnegie Centre

Assessment Policy

Aim:

1. To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
2. To ensure that the assessment procedure is open, fair and free from bias and to national standards
3. To ensure that there is accurate and detailed recording of assessment decisions

In order to do this, Bryn y Deryn and Carnegie Centre 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 assessment practices meet current BTEC assessment requirements and guidance
- 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 for standards verification/external examination as required by the awarding organisation
- Monitor standards verification/external examination 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
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Approval Centre Agreement

Procedures for:

- Assessment
 - We adhere to BTEC/Pearsons guidelines
- Resubmission/ retakes (as appropriate)
 - We adhere to BTEC/Pearsons guidelines
- Assignment design / assignment brief
 - We adhere to BTEC/Pearsons guidelines
- Assessment plans
 - There is a comprehensive planned cycle of events to ensure learners progress
- Assessment recording/ tracking for learners
 - Teachers complete the predicted grades database every half term
 - Teachers input regularly into the standardise school BTEC tracking form which the lead IV monitors

Staff Roles and Responsibilities for each Process:

F Simpson	Quality Nominee
	Head of Centre
R Mann	Internal Verifier
	Assistant Head
T Leahy	Exams Officer
J Holland	Teacher
	Assessor
K Miles	Teacher
	Assessor

Key Dates and Actions

Where the aims of this policy are not possible due to pupils joining the centre any time through the academic year, pupils will be entered and certification will be applied for any units successfully achieved whilst the learner is with Bryn y Deryn.

Key dates:

Sept – Oct: All learners currently at BYD & CC to be register to courses.

Oct – Nov: Learner that have join late to be registered for courses.

Jan – Exam Officer to liaise with subject teachers to action any withdraws or late enrollment.

Jan – Subject teachers meet to track grades and moderate.

April – Coursework to be finalized ready for submittal. Subject teachers & Exams Officer to submit marks on secure website. Files to be printed and stored for audit trail. Action any fall backs for learners that only complete units

Half termly meeting with BTEC group, assessment is always a standing item on the agenda.

Policy review Date: Sep 2022

