

BTEC EXAM POLICY



This document contains the following BTEC Exam policies:

Registration & Certification Policy
Internal Assessment
Internal Verification Policy
Plagiarism and Assessment Malpractice Policy
Appeals Policy
Employer Involvement policy
Distance & Blended Learning Policy
Roles and responsibilities when administering BTEC courses

Head of Centre: Mr M Baker

Examinations Manager: Mrs M Shemming

SLT Responsible for Examinations – Mr S Corless

This policy will be reviewed annually by the curriculum committee unless curriculum developments dictate otherwise. Last reviewed January 2021

The purpose of this document is to ensure that all BTEC programmes are appropriately implemented and meet the guidelines set by the examination board and JCQ assessment policies. This document is to be used in conjunction with St Alban's Catholic school examinations and assessment policy and a range of guidance available at the Pearson website.

This document contains several separate policies, all shared by Pearson, which collectively aim to ensure that the St Alban's Catholic High School has in place administrative systems, policies and procedures to ensure that there is effective management of the delivery and assessment of qualifications, ensuring that:

- qualification approvals are accurate and timely and reflective of a centre delivery
- the centre continues to meet all Qualification Approval criteria for each qualification
- adequate records are maintained to meet Pearson requirements and made available to Pearson representatives, as required.

Registration & Certification Policy

Aims:

- To timely register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner

In order to do this, the St Alban's Catholic High School will:

- register each learner within the awarding body requirements;
- provide a mechanism for programme teams to check the accuracy of learner registrations;
- make each learner aware of their registration status;
- inform the awarding body of withdrawals, transfers or changes to learner details;
- ensure that certificate claims are timely and based solely on internally verified assessment records;
- audit certificate claims made to the awarding body;
- audit the certificates received from the awarding body to ensure accuracy and completeness;
- keep all records safely and securely for three years post certification.

Responsibilities:

- Exams Officer: responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners
- Programme Leader: responsible for ensuring learner details held by Pearson are accurate and that an audit trail of learner assessment and achievement is accessible
- Quality Nominee: responsible for coordinating and monitoring the learner details held with Pearson
- Senior Management: responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

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, the St Alban's Catholic High School 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 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.

Responsibilities:

- Programme Leader: responsible for managing programme delivery and assessment of the learners, to ensure coverage of all units and grading criteria
- Assessor: provides feedback to learners; assures the authenticity of learner work; records and tracks achievement
- Internal Verifier: records findings, gives assessor feedback, and oversees remedial action
- Lead Internal Verifier (BTEC Entry Level-Level 3): by registering with Pearson, has access to standardisation materials which may be used with assessors to ensure that national standards are understood. The Lead Internal Verifier must agree and sign off assessment and internal verification plans.

Procedures:

- Learner induction informs learners about all aspects of assessment and progress monitoring. Reference is made to national standards, assessment deadlines, the need for authentic work, and learner appeals
- Assignment design has a practical vocational focus and references the unit grading criteria. A variety of assessment methods is encouraged. A schedule of assignments and assessment dates is planned for and monitored during delivery of the programme
- At the start of the programme the assessment plan is agreed and signed off by the Lead Internal Verifier.

Internal Verification Policy

Aims:

- 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, St Alban's Catholic High School 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.

Responsibilities:

- Quality Nominee: ensures that centre internal verification and standardisation processes operate, acts as the centre coordinator and main point of contact for BTEC programmes. The Quality Nominee ensures Pearson quality assurance reports are monitored and any remedial action is carried out
- Lead Internal Verifier (BTEC Entry Level – Level 3): Is usually the programme leader in the principal subject area and monitors and coordinates the internal verification process for each principal subject area. Registers details and accesses standardisation exercises to use with the assessment team. Completes and submits the standardisation exercise during a live window to gain accredited status, is registered through OSCA2 and confirms registration annually
- Internal Verifier: verifies assessor decisions and validates assignments. The Internal Verifier records findings, gives assessor feedback, and oversees remedial action.

Procedures:

- All Assessors, Lead Internal Verifiers and Internal Verifiers are regularly briefed on BTEC processes.
- Verification schedules are agreed annually to cover all Assessors, units and assignments. Schedules are drawn up at the beginning of the programme and monitored through the year
- Internal Verification of assignments is carried out before use to ensure that assignments are fit for purpose, and that any recommendations are acted upon. Documented records of effective internal verification are kept
- The Internal Verifier verifies a sufficient sample of Assessor grading decisions to ensure accuracy. Assessors do not internally verify their own work. Assessor feedback and support is given
- Internal Verification records are correctly maintained and kept securely for 3 years after certification
- Standards Verification/External Examination: monitoring and review procedures for standards verification and external examination outcomes is in place and deal with unsuccessful standards verification and external examination samples

Plagiarism and Assessment Malpractice Policy

Aims:

- 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, St Alban's Catholic High School 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 according to the examinations appeal policy;
- 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

Responsibilities:

- Centre: seeks proactive ways to promote a positive culture that encourages learners to take individual responsibility for their learning and respect the work of others
- Assessor: responsible for designing assessment opportunities which limit the opportunity for malpractice and for checking the validity of the learner's work
- Internal Verifier/Lead Internal Verifier: responsible for malpractice checks when internally verifying work
- Quality Nominee: required to inform Pearson of any acts of malpractice
- Heads of Centre or their nominees: responsible for any investigation into allegations of malpractice

Procedures:

- Addressing learner malpractice: All staff promote positive and honest study practices. Learners are required to declare that work is their own; staff check the validity of learner's work. Learner induction and handbook is used to inform about malpractice and outcomes. Teachers ensure that learners use appropriate citations and referencing for research sources
- Assessment procedures in place to help reduce and identify malpractice
- Addressing staff malpractice: Staff BTEC induction and updating includes BTEC requirements. Robust Internal Verification and audited record keeping. Audit of learner records, assessment tracking records and certification claims

Dealing with malpractice:

- The individual is informed of the issues and of the possible consequences as well as of the process and appeals rights.
- The individual is provided with the opportunity to respond

- Any investigation is carried in a fair and equitable manner
- The awarding body is informed of any malpractice or attempted acts of malpractice, which have compromised assessment; the advice of the awarding body for any further action is sought
- Any penalties are appropriate to the nature of the malpractice under review

Should gross misconduct is identified, it will be dealt with in accordance with learner and staff disciplinary procedures.

Appeals Policy

Aims:

- 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 St Alban's Catholic High School will:

- inform the learner at induction, of the Examination 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;
- 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;
- keep appeals records for inspection by the awarding body for a minimum of 18 months
- have a staged appeals procedure;
- monitor appeals to inform quality improvement

Responsibilities:

- Learner: responsible for initiating the appeals procedure, in the required format, within a defined time frame, when s/he has reason to question an assessment decision
- Assessor: responsible for providing clear achievement feedback to learners. If assessment decisions are questioned, the Assessor is responsible for processing the learner's appeal within the agreed time
- Internal Verifier/Lead Internal Verifier/Senior Management: responsible for judging whether assessment decisions are valid, fair and unbiased
- Head of Centre: responsible for submitting an appeal in writing, to Pearson if the learner remains dissatisfied with the outcome of the centre's internal appeals procedures

Procedures:

- The learner induction informs the learner of the appeals procedure and the learner appeals procedures are staged procedures to determine whether the assessor:
- Used procedures that are consistent with the awarding body's requirements
- Applied the procedures properly and fairly when arriving at judgements
- Made a correct judgement about the learner's work

Appeals procedure stages:

- Stage 1 – Informal: Learner consults with Assessor within a defined period of time following the assessment decision, to discuss an assessment decision. If unresolved, then the issues are documented before moving to stage 2
- Stage 2 – Review: Review of assessment decisions by Manager and/or Internal Verifier/Lead Internal Verifier. Learner notified of findings and agrees or disagrees, in writing, with outcome. If unresolved, move to stage 3
- Stage 3 – Appeal hearing: Vice Principal (Curriculum) hears the appeal: last stage by the centre. If unresolved, move to stage 4
- Stage 4 – External appeal: The grounds for appeal and any supporting documentation must be submitted by the centre to Pearson within 14 days of the completion of Stage 4: a fee is levied
- Recording appeals: each stage will be recorded, dated and show either agreement or disagreement with decisions.
- Documents will be kept for a minimum of 18 months

- Monitoring of appeals: undertaken by Vice Principal (Curriculum) to inform development and quality improvement.

The exam board's specific policy for appeals for all Pearson Vocational qualifications can be viewed at:
https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-andemployees/Enquiries_and_Appeals_on_Pearson_Vocational_Qualifications.pdf

Employer Involvement Policy

Aims:

- To ensure that learners undertake meaningful activity involving employers during their study.
- To ensure effective, reliable and accurate tracking / recording of individual learner involvement in meaningful activity in relation to the individual learner field of study
- To prepare the learner to engage actively and positively with opportunities offered with employer involvement.

In order to do this, the St Alban's Catholic High School will:

- Produce an Employer Involvement plan at the start of the programme that reflects the meaningful activities that contribute to the technical qualification
- Produce a clear and accurate meaningful activity plan that covers all learners
- Establish and agree milestones with employers to develop, execute and review meaningful activities for learners
- Confirm learner engagement against the defined meaningful activities identified
- Ensure effective, reliable and accurate tracking / recording of individual learner involvement in meaningful activity in relation to the individual learner field of study
- Prepare the learner to engage actively and positively with opportunities offered with employer involvement.
- Develop robust and accurate recording procedures that minimise the opportunity for malpractice Maintain a robust and rigorous quality assurance procedure
- Provide evidence for standards verification and quality management review as required by the awarding body
- Monitor SV and QMR reports and undertake any remedial action required
- Share good practice between all Technical qualification teams in reference to employer involvement
- Ensure that all staff teaching on Technical qualifications understand the requirements and importance of meaningful employer involvement
- Provide resources to ensure effective employer involvement and accurate monitoring and recording
- Adopt a standardised centre approach to documentation used across the centre for the purpose of employer involvement
- An annual review of employer involvement to ensure that activities are meaningful and appropriate and enhance all future employer involvement
- Secure records of all activities are maintained

Distance & Blended Learning Policy

1. Introduction and aims

It is crucial to ensure steps are taken to work in a safe environment whilst undertaking remote teaching/learning/working. This policy supports the school's acceptable use policy but has been tailored to fit safe use of technology away from St Alban's Catholic High School.

This policy aims to:

- Set guidelines and rules on the use of ICT resources for staff, students, parents/carers and governors whilst working from a remote location
- Establish clear expectations for the way all members of the school community engage with each other online
- Support the school's policy on data protection, online safety and safeguarding
- Support the school in teaching students safe and effective internet and ICT use

Breaches of this policy may be dealt with under our disciplinary /behaviour /staff discipline /staff code of conduct policies as appropriate.

2. Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

- [Data Protection Act 2018](#)
- [The General Data Protection Regulation](#)
- [Computer Misuse Act 1990](#)
- [Human Rights Act 1998](#)
- [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#)
- [Education Act 2011](#)
- [Freedom of Information Act 2000](#)
- [The Education and Inspections Act 2006](#)
- [Keeping Children Safe in Education 2019](#)
- [Searching, screening and confiscation: advice for schools](#)

3. Remote Teaching Systems

Remote teaching systems are any platforms which allow educational content to be delivered to students outside of their regular school-based teaching and learning environment and where there is direct interaction between a member of staff and students.

Live meetings/lessons and Pre-recorded videos must ensure there is professional, appropriate attire, background and context.

Students should not be asked to upload videos and pictures of themselves unless this has been approved by the Head Teacher.

4. Expectations of the Student

- Students must ensure they only communicate with members of staff through authorised channels, such as Microsoft Teams or School Email account
- Students must only post about schoolwork in 'Posts' section of Microsoft Teams (if enabled). Inappropriate posting or bullying will be sanctioned in line with the school's behaviour policy
- Students must not copy or download images/ pre-recorded videos uploaded by Teachers from any distance learning platforms
- Students must not use the distance learning platform to send private messages or call students or members of staff

- At all times students must continue to abide by the appropriate sections of the Student Acceptable Use Policy which is agreed to when first logging into a school computer (annex)

When using a live meeting via Microsoft Teams please consider:

- Students must ensure that they only participate in live stream lessons that have been pre-arranged by the school
If connecting to a live stream lessons where the teacher has requested for participation via a camera, students must ensure they avoid backgrounds with personal information such as photographs and should ensure they are in a shared space in their house
- Students must not record or photograph live stream lessons unless given direct written permission from the member of staff providing the lesson

5. Expectations of Staff

- Staff should only access personal data of other staff members and students through their school's remote access provision (e.g. using SIMS)
- Documents including personal data about other staff members and students must not be downloaded and stored on to personal devices (e.g. removable storage devices)
- Staff should not share devices used for accessing school systems with unauthorised individuals
- Staff should not write passwords to ICT systems and accounts on physical documents that may be viewed by other individuals
- Printed documents including official-sensitive information must not be left unattended and should be stored out of access from other individuals
- Staff must ensure they lock devices when not using them to prevent sensitive information from being viewed by other individuals
- Staff should only use school provided phone lines, email accounts, distance learning platforms or ParentMail to communicate with students and parents
- Staff should ensure that any resources uploaded to support students learning do not include any personal information that could identify other students, such as names or comments addressed specifically to them

When using a live meeting via Microsoft Teams please consider:

- Staff broadcasting live streams of lessons should do so using Microsoft Teams. Staff must also consider implications for those who do not have access and those with special educational needs
- Staff should ensure live streams are broadcasted from a suitable location, ensuring they follow the guidance above for recording videos. Parents/carers should ensure students are in a shared space in the home if they are permitted to participate via webcam
- Staff should ensure they keep a recording of any live stream lessons for future reference, these recordings are only to be used by the class recorded.

6. Further Considerations

The School is following DfE guidance on providing education remotely.

Schools must continue to provide a safe environment when using digital resources for distance learning. Staff should continue to ensure that appropriate safeguards are in place to protect students when using school recommended resources (e.g. a website or subject specific platform).

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the safeguarding and child protection policies and where appropriate referrals should be made to appropriate external agencies.

The starting point for online teaching should be the same principles as set out in the school's staff code of conduct.

The School must ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

If children have any concerns about any online content, they should report this to a staff member in the usual way, in line with other school safeguarding processes.

It is important that parents/carers are aware of what their children are being asked to do online, including sites they will be asked to access and be clear who from the school their child is going to be interacting with online. Parents/carers may choose to supplement support from online companies and in some cases individual tutors.

Support for parents/ carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carer

Appendix

Advice for live learning sessions

Considering school closures and the need to provide distance learning for students please consider the below additional safeguarding measures alongside your settings IT/online learning policies.

If using live links to students at home:

Within School

- All live lessons must be carried out using school equipment only.
- Ensure live lessons are recorded where possible.
- The room used to deliver these learning sessions should be accessible, i.e. the teacher should be able to be heard and seen.
- The Senior Leadership team will oversee the provision of online learning through in school Quality Assurance processes.

Students at Home

Parents/carers should ensure when their child is engaging with online learning:

- Preferably the child will work in a public area of the house
- The child should be appropriately dressed

Annex

Acceptable Use Policy Agreement

The school computer system is made available to students to further their education. This Acceptable Use Agreement has been produced to protect everyone concerned; the students, the staff and the school. I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure. I will not share it or try to use any other person's username and password. I understand that I should not write down or store a password where it is possible for someone to easily access it
- I will not use any social media platforms, online chat services unless the sites are approved for educational use or I have permission of a member of staff
- I will not send unsolicited messages or emails

- I will not give my name, personal details, details of the school or any information that might identify me or any other person to any third parties
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line
- I will not use the school systems or devices for non-educational reasons unless I have permission of a member of staff to do so
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission
- I will ensure that my online activity, both in and out of school, will not cause the staff, students or others distress or bring the school into disrepute.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings
- I will pay for irresponsible printing caused by my negligence
- I understand that the school reserves the right to examine and if necessary delete any files that may be held on its computer system and to monitor user activity.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve

my membership of the school community (examples would be cyber-bullying, use of images or personal information)

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices both in and out of school
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

Roles and responsibilities

The Head Teacher is responsible for monitoring the implementation of this policy.

The Deputy Head (Achievement & Standards) is responsible for the integrity of the administration and completion process of all vocational qualifications at St Alban's Catholic School.

The Examination Manager is responsible for:

- The timely, accurate and valid registration, transfer, withdrawal and certificate claims for students. All learners must be registered by 1st November for programmes starting in September or within one month of enrolment (for other start times)
- Ensuring learner details held by the awarding body are accurate
- Providing a mechanism for subject areas to check the accuracy of the student registration
- Informing the awarding body where the Academy is able to apply for reasonable adjustments or special consideration for individual students
- Arranging for the effective administration of all externally assessed units, in accordance with JCQ and examination board guidelines and policies; evaluating BTEC administration
- Reporting results to the awarding body
- Keeping all records safely and securely for three years post certificate

The BTEC Quality Nominee is responsible for:

- overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met
- Ensuring that all staff are aware of the systems put in place to ensure consistency and reliability of courses, assessments and accreditation
- Ensuring that Subject Leaders have followed procedures by 'Internally verifying' assignments
- Sampling assignments to ensure evidence of colleagues responding to IV feedback
- Ensuring adherence of BTEC programme to exam board's guidance
- Sampling & monitoring individual subjects' documentation
- Evaluating BTEC structures and processes and identifying development priorities
- Arranging to attend appropriate training

The Lead IV is responsible for:

- managing assessment and internal verification of units and qualifications
- working with teachers and Internal Verifiers to agree an assessment and verification plan for all cohorts from the start of the programme
- ensuring that the assessment and verification plan is fit for purpose and meets regulatory requirements before it is signed off.
- approving a single resubmission to allow a learner to meet the assessment criteria targeted, providing: o the learner submitted the work on time (or had an agreed extension)
- the teacher feels that the learner will be able to provide improved evidence without further guidance

- the learner confirmed the work was their own (by signing and dating the declaration) and
- the assessor has authenticated the evidence.

The Head of Department is responsible for:

- Ensuring that an audit trail of learner assessment and achievement is accessible.
- Coordinating and monitoring the learner details held with Edexcel.

Liaising with the Examination Officer about:

- the completion of all externally assessed units
- the registration & certification of learners at appropriate level.
- Lead and coordinate the writing of assignments
- Issue Assignment to students after IV adjustments
- Internally verifying assignments
- Responding to IV feedback
- Ensuring adherence of BTEC programme to exam board's guidance

The BTEC subject teacher is responsible for:

- Supporting Subject Leader by writing assignments as required
- Internally verifying assignments
- Responding to IV feedback
- Issuing Assignment to students after IV adjustments
- Completing OSCA Accreditation (to become a lead IV) in subject area
- Ensuring adherence of BTEC programme to exam board's guidance

All students are responsible for:

- Ensuring 100% attendance and punctuality to all lessons
- Completing assignments with original work and following the guidance given by their subject teacher to the best of their ability and within given timeframes. Failure to do so will carry sanctions in accordance with Homework and Sixth Form Policies and BTEC regulations (relevant extracts on appendix 3)

Appendix 1: Centre approval criteria

The declaration made by the Head of Centre when making a centre approval contains the following criteria:

- my organisation will co-operate fully with Edexcel;
- my organisation will not undertake any activity or advertising that could bring the name of Edexcel into disrepute;
- I have authorised the person named above to act as contact for this application;
- no material in this application has been plagiarised. I confirm that any material in this application that is the intellectual property of another person or organisation is used with the express permission of that person or organisation;
- my centre will operate any required external tests in full accordance with Edexcel and OFQUAL/ACCAC/CCEA procedures;
- I understand that qualification approval is subject to review, and if quality is not maintained approval may be withdrawn;

- I understand that approval of a qualification by Edexcel does not imply or guarantee that it will be supported by public funding bodies;
- I confirm that we will regularly monitor, review and evaluate our operations;
- I confirm that information supplied to the Awarding Body for the purposes of registration and certification will be complete and accurate;
- I confirm that we will implement the agreed equal opportunities access and fair assessment policies and procedures;
- I confirm that the assessment procedure will be open, fair and free from bias;
- I confirm that queries about qualification specifications, assessment guidance or related awarding body information will be resolved and recorded;
- I confirm that we will make available to Edexcel any materials records, information or documents associated with the delivery of the qualification(s) and allow Edexcel officials access to such materials, premises and learners, for the purpose of auditing and external verification;
- my centre will not extend its boundaries overseas;
- learners will be informed of their registration status;
- my organisation has not had approval declined or withdrawn by another awarding body;
- the roles, responsibilities, authorities and accountabilities of the assessment and verification team across all sites are clearly defined, allocated and understood;
- I confirm that the Awarding Body will be notified of any changes, which may affect the centre's ability to meet the approved centre criteria;
- my organisation will keep a complete copy of this approval application for the lifetime of the qualification;
- my organisation will retain a copy of the learners' assessment and internal verification records for a period of three years following certification of the learner.

For further details: <https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centreslearners-and-employees/Approval-centre-agreement.pdf>

Appendix 2: Qualification approval criteria

The confirmation made by the Head of Centre's nominee when making a qualification approval contains the following criteria:

- there are procedures in place for the systematic monitoring, review and evaluation of this qualification;
- the centre's policy on equality of opportunity is operational;
- routes of progression are identified and made clear to all learners;
- there are appropriate teaching and learning opportunities planned;
- there will be opportunities for learners to be involved in and be given responsibility for their own learning;
- all learning opportunities will have relevance to employment within the sector;
- the assessment procedure will be open, fair and free from bias;
- assessment methodology will be valid and reliable and will not advantage or disadvantage any group of learners or individuals;
- policies and procedures for the internal verification of assessment are in place;
- the physical resources for each qualification, as described within the specification are available and sufficient for all learners;
- although centres will be given approval to offer all units within the relevant specification, the Academy must confirm that will only deliver units where there is appropriately qualified staff and sufficient resources to support the delivery;
- staff delivering each qualification are sufficient in number and have the appropriate and current vocational experience and relevant qualifications;
- a system is in place to ensure on-going staff development and updating in relation to the vocational areas covered by this application.

Appendix 3: Meeting deadlines

All student work is regularly monitored to ensure that students maintain appropriate pace, remain focused and do not fall behind with their work. When concerns arise these are initially discussed with the student concerned. Should the concerns continue, the relevant Head of Department and the Head of Year/Sixth Form are informed. Students are spoken to and where appropriate placed on overtime /detention; parental meetings may also occur.

- Missed deadlines
- Missed BTEC deadlines should be treated as missed homework deadlines and carry the same sanctions according to Key Stage, i.e. C3/C4 detention for KS4 students, Overtime for Sixth Form students. Head of Department and Head of Year/Sixth Form are also informed.
- Repeatedly missing deadlines – Head of Sixth Form meets with student and parents and implements an action/support plan to ensure that time is managed effectively and no further deadlines are missed.
- Should the student continue to miss deadlines, further disciplinary action is considered. • The Lead IV is kept informed at all stages.

Re-submissions

- Students have one chance and 10 days to improve a failed assignment and re-submit
- Re-submissions must be signed off on the Assessment Record Sheet by the Lead IV in the subject area.
- A re-submission attempt can only be authorised if BTEC criteria has been met originally
- Deadline extensions
- If a student has an authorised illness absence, the assessor and Lead IV may authorise a deadline extension.
- Extensions are decided by the Lead IV and new deadlines are clearly recorded on the student's copy of the assignment and the assessor's tracking sheet
- Retakes, if the student has not achieved the Pass criteria in a given assignment, a new assignment needs to be issued which allows the student to achieve the pass criteria only

Conducting tests

Tests are an assessment of the learner's knowledge and understanding. The test papers and test items are Pearson copyright and should not be reproduced or published without prior written consent from us. Any reproduction of test questions in revision documentation or student notes will be viewed as an infringement of copyright and will be viewed as malpractice to which sanctions including the revocation of centre approval may apply.

Roles and responsibilities:

The Exams Officer and an Invigilator administer the tests. These two roles are performed by separate people. Neither is the trainer who delivered the training to the learners undertaking the test.

This person holds responsibility for test security and must ensure that the testing procedure is followed. Their responsibilities are:

- downloading and printing tests from the secure website
- ensuring that any re-sit learners have been given a different test paper
- creating a seating plan
- completing test logs and ensuring the storage of test records
- photocopying/scanning of the test answer sheets prior to returning the originals
- ensuring safe storage and dispatch of test papers

- preparing the invigilator to undertake their role in line with the testing procedure (this may also include confirming the identity of learners and checking eligibility for exemption from a test or training)

Invigilator

The Invigilator has the following responsibilities:

- ensuring the test room meets the requirements specified in the procedure
- ensuring no reference material which might be helpful to candidates is displayed in the test room
- distributing and collecting test papers and answer sheets to the learners on the test day
- recording evidence of learners' identities
- recording any changes to the seating plan
- ensuring the test is conducted under examination conditions
- ensuring learners do not commit malpractice (e.g. cheat), copy or in any other way gain an unfair advantage when taking the test
- reporting any issues of learner malpractice or misbehaviour during the test to the centre manager
- they do not need any knowledge of the syllabus or be a qualified trainer.