



BTEC Qualifications Policies and Procedures for Students

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1: BTEC Qualifications Assessment Policy

All assignment briefs should clearly identify dates for summative assessment of each assignment. Formative feedback is important to help develop understanding during teaching and learning. It must not confirm achievement of assessment criteria, as this is only done when formal assessment takes place following submission of evidence. This should be understood by all assessors and learners.

One opportunity only will be provided for summative assessment of finished work, at which point the assessor confirms the specific assessment criteria achieved. One further resubmission may be authorised by the lead internal verifier where required and students must work independently with no further guidance from the assessor. All resubmissions must be clearly documented with rationale and reasoning. It is the Lead IV's responsibility to ensure fairness, and to consult with the Quality Nominee prior to final approval being communicated to the learner.

Teachers must provide learners with a folder to store their work and each folder must contain the following documents:

- Unit Tracker (Displayed on the outside of folder)
- Assessment Record Sheet
- Assignment Brief (s)

When all units are completed and have been IV'd, these will be handed to the Assessor to file. These must be stored safely and be easily available when requested to evidence student progress. Final submission of work should have the following documents attached:

- Learner Consent Declaration Form
- Summative Assessment Record Sheet
- Assignment Brief (s)
- Record of practical Activity (where appropriate)

These requirements are mandatory for all learners registered on BTEC Firsts and Nationals from 1 September 2016. Full guidance can be found in the Guide to Internal Assessment for BTEC Firsts and Nationals: www.btec.co.uk/keydocuments

2: BTEC Roles and Responsibilities

Quality Nominee (QN)

- to oversee quality issues within the Centre
- provide guidance and support to Subject Leaders
- ensure that high risk factors are being met and address any problems there may be
- liaise with the Senior Team and escalate any issues required
- to act as the main point of contact for BTEC in terms of quality issues.

BTEC Course Leader

- to oversee the planning, delivery and assessment of one or more BTEC programmes
- to manage the development, quality and assessment of one or more BTEC courses within their curriculum area
- to be responsible for staff within a programme area
- to highlight any concerns over assessment, registration, entries, certification or plagiarism to the relevant person
- to take appropriate action in case of appeals from learners
- to internally verify work as appropriate for a given programme area
- to ensure that work for external verification has undergone a rigorous internal verification sampling
- to communicate as appropriate, especially with the QN and EV
- to participate in BTEC Programme Managers meetings
- to ensure that all paperwork is completed in a timely and accurate manner and that internal and external deadlines are met
- to ensure that learners are appropriately recruited onto programmes and provide options information as and when requested.

BTEC Staff

- to deliver lessons for a BTEC programme(s)
- to assess work to a given standard
- to present work for internal and external verification
- to complete all paperwork in a timely and accurate manner, meeting all internal and external deadlines as appropriate for the course(s) being taught
- to act as an Internal Verifier as and when required by a Subject Leader.

External Verifier (EV)/ Lead Internal Verifier (LIV)

- to verify that work assessed by a centre meets national standards
- to produce a report giving feedback to a centre

3: Internal Appeals Procedure

All students have the right to appeal the marks they have been awarded for an assignment. The following procedure should be followed for internally marked assignments (internally marked assignments are all the assignments that you do to complete your course).

Once your assignment has been marked and given back to you, you have the right to appeal the mark if you feel the grade is unfair.

Stage 1	If you are unhappy with the grade that has been awarded for your assignment you should report directly to the assessor (teacher) who marked your assignment. You should state your case for the appeal which will be recorded by the teacher on the ' Appeals Incident Form '. <i>It may be helpful to you, and the assessor, if you write down the reasons why you think your grade is unfair.</i>
Stage 2	The assessor who marked the assignment will then respond to the appeal by investigating your statement and re-marking the assignment where necessary. The assessor should respond to you, informing you of their decision on the appeal within 7 working days of the appeal being made. <i>All appeal documentation is held in the 'Course File', which is held by the Subject Leader for that subject.</i>
Stage 3	If you are still unhappy about the response to the appeal, you should contact the Internal Verifier and state the appeal to them. The Internal Verifier will then moderate your assignment and consider the appeal which will be recorded on the ' Appeals Moderation Form '. The decision of the appeal will be communicated to you in writing within 7 working days of the appeal being made. <i>Again, it may be helpful to you and the Internal Verifier if you state your reasons on paper.</i>
Stage 4	If you are still unhappy with the decision made by the Internal Verifier then you should contact the Examinations Officer who will examine your case and decide on the most appropriate action. You will be informed within 7 working days of contacting the Examinations Officer of what action is being taken or what you should do now. <i>Again, it may be helpful to you and all concerned if you state your reasons on paper.</i>

4: External Appeals Procedure

The Appeals process is available to candidates who remain dissatisfied after the outcome of an enquiry about results (EAR):

- Appeals can only be submitted after the outcome of an enquiry about results (EAR) has been reported to the Internal Verifier and the Quality Nominee
- Appeals must be made within **14 calendar days** of the enquiry result
- Only the **Head of the Centre (via the Examinations Officer)** or a **private candidate** can submit an external appeal
- Appeals must be made in writing and clearly state the grounds for the appeal
- The Awarding Body may charge a fee for an appeal. If a private candidate submits the appeal they are responsible for the payment of the fee. The fee will be refunded if the appeal is upheld
- Details of the Awarding Body's appeal procedure are available on request from the Examinations Officer.

Stage 1	Your appeal will be sent to the Awarding Body via the Examinations Officer. The outcome of the Stage 1 Appeal will be notified in writing to the School . The appealing candidate and/or the Examinations Officer must make any further appeal to Stage 2 within 14 calendar days .
Stage 2	The case will be presented to the Appeals' Panel of the Awarding Body. The Appeals' Panel will comprise of at least 3 members, one of whom will be an independent member. The Appeals' Panel is NOT authorised to RE-MARK candidates' work. The Appeals' Panel can instruct the Awarding Body to reconsider the case and may offer recommendations. The outcome of the Stage 2 Appeal will be notified in writing. A report of the Stage 2 Appeal hearing should be provided.
Stage 3	Acknowledgement – all appeals should be acknowledged within 7 working days. If an acknowledgement is not received within this period then the Centre should assume that the appeal has not been received and contact the Awarding Body immediately.

5: Plagiarism

If plagiarism is suspected then the teacher or IV will inform the Subject Leader who will take appropriate action. Plagiarism should be confirmed, if possible, by discussing work with the pupil or student to gauge what they know about what they have written. The QN should be informed of any plagiarism issues as they occur and of the results of any investigation and its outcome.

- The work submitted for assessment must be that of the student. If he or she copies from someone else or allows another candidate to copy from them, or if they cheat in any other way, they may be disqualified from at least the subject concerned
- Any help or information the student has received from people other than the subject teacher(s) must be clearly identified in the work itself. It is not wrong to get help with their assignment, it is wrong to not declare this
- Any books, information leaflets or other material (e.g. videos, software packages or information from the Internet) which has been used to help in the completion of the work **must be** clearly acknowledged in the work itself. To present material copied from books or other sources, without acknowledgement, is plagiarism and will be regarded as deliberate deception
- Students who disregard this policy will be reported to the Awarding Body and may be excluded from other course assessments
- If plagiarism is suspected then the Subject Leader should be notified and take appropriate action. Plagiarism should be confirmed if possible by discussing work with the student to gauge what they know about what they have written. The QN can be consulted if plagiarism is suspected
- The QN should be informed of any plagiarism issues as they occur and of the results of any investigation and its outcome.

For PEARSON additional policies on BTEC, please select link below:

<http://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>

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