

# Btec @ Davison



**Staff Hand Book**

# Davison Btec Staff Handbook

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- Quality Assurance Form Templates

**1. Registration & Certification Policy**

**Aim:** To register individual learners to the correct programme before 1<sup>st</sup> November or within one month of new students enrolling on a programme.

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 traced to the certificate which is issued for each learner.

In order to do this, the centre 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

Signed ..... Mr A Davies- Quality Nominee and Deputy Headteacher

Signed .....Mrs J Bayley - Examinations Office

This policy will be reviewed every 12 months by the Examinations Officer

**2. Assessment Policy**

**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.

To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, the centre will:

- ▶ Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- ▶ Assess learners 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
- ▶ Annually provide samples for National Standards Sampling as required by the awarding body
- ▶ Monitor NSS reports and undertake any remedial action required
- ▶ NB No NSS from 2010 - Lead IV system in place
- ▶ 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.
- ▶ Ensure best practice of recording evidence of viva voce/presentations in AV formats as well as completing witness statements.
- ▶ Students' assignments must be kept secure and available for up to 3 years after certification

Signed ..... Mr A Davies - Quality Nominee

Signed ..... Mrs J Bayley - Examinations Officer

This policy will be reviewed every 12 months by the Examinations Officer



### 3. Internal Verification Policy

- Aim:
- To ensure that IV is valid, reliable and covers all assessors and programme activity.
  - To ensure that the IV procedure is open, fair and free from bias.
  - To ensure that there is accurate and detailed recording of IV decisions.

In order to do this, the centre will:

- ▶ Ensure that all centre assessment instruments are verified as fit for purpose
- ▶ Verify an appropriately structured sample of assessor work from all programmes, sites and teams, to ensure centre programmes conform to national standards and NSS requirements
- ▶ (Lead IV system from 2010)
- ▶ Plan an annual internal verification schedule, linked to assignment plans
- ▶ Define, maintain and support effective internal verification roles
- ▶ Ensure that identified staff will maintain secure records of all internal verification activity
- ▶ Brief and train staff of the requirements for current internal verification procedures
- ▶ Promote internal verification as a developmental process between staff
- ▶ Develop standardised IV documentation

Signed ..... Mr A Davies– Quality Nominee and Deputy  
Headteacher

Signed ..... Mrs J Bayley – Examinations Officer

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#### **4. Assessment Malpractice Policy**

- Aim:
- 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, the centre 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 Quality Nominee, Mr A Davies, and all personnel linked to the allegation. It will proceed through the following stages:
  1. The programme leader will interview the learner
  2. A written record of the allegation and interview will be lodged with the examinations officer.
  3. Consultation will take place with the learner, programme leader, curriculum director and quality nominee
  4. A decision will be made by the curriculum leader and quality nominee. This decision will be recorded by the examination officer in agreement with the Quality Nominee

Where malpractice is proven, the centre will apply the following penalties/actions

1. The relevant assignment would be failed
2. The learner would be interviewed by the quality nominee and Programme Leader as to their future on a BTEC course

### Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- ▶ Plagiarism of any nature
- ▶ Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- ▶ Copying (including the use of ICT to aid copying)
- ▶ Deliberate destruction of another's work
- ▶ Fabrication of results or evidence
- ▶ False declaration of authenticity in relation to the contents of a portfolio or coursework
- ▶ Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test

### Definition of Malpractice by Centre Staff

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- ▶ Improper assistance to candidates
- ▶ Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- ▶ Failure to keep candidate coursework/portfolios of evidence secure
- ▶ Fraudulent claims for certificates
- ▶ Inappropriate retention of certificates
- ▶ Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for a learner
- ▶ Producing falsified witness statements, for example for evidence the learner has not generated
- ▶ Allowing evidence, which is known by the staff member not to be the learners own, to be included in a learners assignment/task/portfolio/coursework
- ▶ Facilitating and allowing impersonation
- ▶ Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- ▶ Falsifying records/certificates, for example by alteration, substitution, or by fraud
- ▶ Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment

Signed .....

Mr A Davies– Quality Nominee and Deputy  
Headteacher

Signed ..... Mrs J Bayley – Examinations Officer

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