



SPEN VALLEY HIGH SCHOOL

Assessment Policy

Aim: To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any groups 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 learner's evidence using only the published assessment and grading criteria
- Ensure that assessment decisions are impartial, valid and reliable
- 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 as required by the awarding body
- Monitor standards verification 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

This policy will be reviewed every September by the BTEC Quality Nominee.

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Assessment Procedure

- Prior to assessment, all assignments are IVd to ensure they are fit for purpose.
- During the assessment time, students to work to the rules as laid out by the assessor, depending on the nature of the task.
- Students are to be reminded of the rules of assessment malpractice.
- Feedback may not be given to students whilst the assessment is being completed.
- After the hand in date, work is marked using the published assessment and grading criteria.
- Written and / or verbal feedback is provided to students, to ensure they know what criteria they have achieved using the assessment record sheet.
- Once a grade has been awarded to a student they are allowed one resubmission for each assignment if authorised by the lead IV. Students must have met the deadline, be able to provide evidence that they could get a better grade without help and have signed the authenticity statement.
- Where resubmission is utilised, it must be identified on the assessment record form and the new deadline date must be within 10 working days of receiving feedback from the assessment.
- Assessment decisions are recorded on the programme spreadsheet using the RAG system.
- Students must sign a declaration to ensure that all of the work submitted is their own, in accordance with the malpractice policy.
- Once work has been assessed, work is to be stored in a locked place.
- Assessment and IV of assessment decisions should take place according to the BTEC Assessment Plan for each qualification.

This procedure will be reviewed every September by the BTEC Quality Nominee.

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Appeals Policy

Aim: 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 centre will:

- Inform the learner at induction, of the 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 him/her after the internal appeals process has been exhausted
 - Keep appeals records for inspection by the awarding body for a minimum of 18 months
 - Have a stages appeals procedure
 - 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
 - Monitor appeals to inform quality improvement

This policy will be reviewed every September by the BTEC Quality Nominee.

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Appeals Procedure

- Student and Assessor to discuss the grounds of appeal, giving the assessor the opportunity to explain how and why the decision has been made.
- If this does not satisfactorily conclude the appeal, then a formal appeal should be made to the Examinations Officer by the parent / guardian, outlining the grounds of appeal.
- Examinations Officer will pass a copy of the appeal to the Quality Nominee and the Programme Lead IV for consideration.
- Written feedback should be given to the parent / guardian within 12 working days.
- If still not resolved, the Quality Nominee along with a Senior Leader will consider all evidence and report to all parties involved within 12 working days. In this case, this decision is final.

This procedure will be reviewed every September by the BTEC Quality Nominee.

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External Examination Policy

Aim: To ensure that learner entry information is collected and collated by the exams officer to meet the deadlines of Edexcel.

To ensure that all external exams (paper based, set tasks and onscreen tests) are conducted within the rules and regulations of the Instructions for Conducting Examinations (ICE) documentation.

To ensure that all learners have equal access to all external exams regardless of special educational or medical needs.

In order to do this, the centre will:

- Ensure that learners are entered onto the correct courses by the deadlines set by Edexcel
- Maintain an accurate list of learner entries for each course, making amendments and withdrawals where necessary
- Ensure that external exams are timetabled and students and parents are informed in advance
- Ensure the security of the exams by following all procedures in the ICE documentation
- Ensure suitable arrangements for the invigilation of external exams where necessary
- Report any issues of misconduct or irregularity to Edexcel where necessary
- Maintain accurate and up-to-date register of learner's entitled to special arrangements due to special educational or medical needs
- Ensure that special arrangements are planned for and conducted within the rules and regulations of the ICE

This policy will be reviewed every September by the BTEC Quality Nominee.

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External Examination Procedure

- In July, the Programme Leader will inform the Exams Officer which courses will run for the next academic year.
- The Programme Leader will provide accurate registration details for all learners on each course.
- In September, the Exams Officer will circulate all course and learner registration details to the Programme Leader to check, sign and return.
- The Exams Officer will ensure that all learners are registered onto the correct course, by the deadline set by Edexcel.
- The Exams Officer will circulate the registration details for the Programme Leader to check once registration has taken place.
- The Programme Leader is to inform the Exams Officer of any amendments or withdrawals to the registration details.
- The Exams Officer will plan and prepare for external examinations, using the date set by Edexcel or a planned date from the programme leader.
- The Exams Officer will ensure that all learners are informed of when and where their external examination(s) will be in advance.
- For onscreen tests, the Exams Officer will ensure that there are suitable PCs with the required technical demands for all learners to complete the test.
- All external examinations will be conducted within the rules and regulations of the ICE documentation.
- The Exams Officer will ensure that suitable invigilation is provided as and when necessary.
- If a student has to retake an external test they will have to pay the fee.
- Once the external examinations are completed, the Exams Officer will ensure that learner papers are collected and despatched to examiners in the way outlined by Edexcel.
- The Special Education Needs Co-ordinator (SENDSCO) will ensure an accurate and up-to-date register of special arrangement allowances is kept in school.
- The Exams Officer will use the register to ensure that all learners' special allowances are granted in accordance with ICE documentation.

This procedure will be reviewed every September by the BTEC Quality Nominee.

SPEN VALLEY HIGH SCHOOL

Internal Verification Policy

Aim: To ensure that 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 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, the centre will:

- A lead internal verifier for each principal subject area will undertake the standardisation activity with the programme team
- Staff are briefed and trained in the requirements for current internal verification procedures
- Each lead internal verifier oversees effective internal verification systems within each principal subject area
- 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

This policy will be reviewed every September by the BTEC Quality Nominee.

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Internal Verification Procedure

General:

- A Lead IV is identified for each PSA and undertakes the standardisation activity with the programme team.
- Lead IV ensures any further IVs are suitably trained for their role and updated as necessary throughout the course.
- At the start of the course, the Lead IV is to create an IV schedule along with student details, to ensure that each assessor and each assignment is IVd throughout the life of the course.
- All IV documentation is to be kept for 3 years after certification.

IV of Assignment Briefs:

- All assignment briefs must be IVd prior to being handed out to the students. This must be done in sufficient time for any changes to be made as required.
- The form 'IV of Assignments Briefs' to be completed and signed by relevant bodies.
- All paperwork to be kept within the appropriate Programme File.

IV of Assessment Decisions:

- Anyone responsible for IV will have access to the IV schedule and student details.
- The IV of assessment decisions will take place as specified by the IV schedule drawn up by the Lead IV.
- The IV must take place after the assessor has completed their marking but prior to the student receiving their work back.
- Upon IV, the form 'IV of Assessment Decisions' will be completed.
- If the decisions made are challenged by the IV, discussion between the IV and the assessor will take place to resolve the issue.
- If the assessor's decision is incorrect, the assessor will provide new feedback to the student in order to achieve the grading criteria.
- If there are consistent anomalies with the assessment decisions, the IV is to inform the Lead IV.
- The Lead IV is responsible for providing suitable in-house training to enhance future assessment practice and conform to national standards.
- Upon satisfactory completion of the IV process, all documentation is to be signed by the relevant bodies and kept within the appropriate Programme File.

This procedure will be reviewed every September by the BTEC Quality Nominee.

SPEN VALLEY HIGH SCHOOL

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) or 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 Head Teacher and all personnel linked to the allegation. It will proceed through the following stages;
 - Lead IV to inform QN and preliminary investigation launched
 - If malpractice is upheld, QN to report to SLT and Exams Officer and appropriate paperwork completed
 - SLT to liaise with Edexcel
- 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 judgement made.
- Document all stages of any investigation.
- Where malpractice is proven, this centre will apply the penalties / sanctions as specified by Edexcel.

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 which 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 of secure judgements
- 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 the 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 learner's own work, to be included in a learner's assignment / task / portfolio / coursework
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as a scribe, 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 certification claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

This policy will be reviewed every September by the BTEC Quality Nominee.

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Assessment Malpractice Procedure

- All staff and students to be aware of the different forms of malpractice as started in the Assessment Malpractice policy.
- Assessor to inform Programme Lead IV of any suspected assessment malpractice.
- Lead IV and QN to undertake preliminary investigation.
- If malpractice is upheld, QN to report to SLT and Exams Officer and appropriate paperwork completed.
- Exams Officer and SLT to liaise with Edexcel.
- Where malpractice is proven, this centre will apply the penalties / sanctions as specified by Edexcel.

This procedure will be reviewed every September by the BTEC Quality Nominee.

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Registration and Certification Policy

Aim: To register individual learners to the correct programme within the 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 can be tracked to the certificate which is issued for each learner.

In order to do this, the centre will:

- Register each learner with 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

This policy will be reviewed every September by the BTEC Quality Nominee.

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Registration and Certification Procedure

Registration

- In July, Programme Leaders are to specify to the Exams Officer which programmes they are running the following academic year to ensure registration is correct.
- In September, the Exams Officer is to print out register lists and Programme Leaders are to identify which students are being entered for which course.
- The Programme Leader is to return the document signed with entries by the deadline specified.
- Any alterations are to be made by the Exams Officer prior to registration.
- The Exams Officer will then register students prior to the deadline specified by Edexcel.
- Once registered, the Exams Officer will print out the registrations for the Programme Leader to double check and keep for their records in the Programme File.
- During January, lists will be issued to Programme Leaders again to ensure any non-entries are identified and registrations altered appropriately. Lists must be altered, signed and dated and handed back to the Exams Officer by the deadline specified.
- The Exams Officer to make any alterations of registrations by the end of January.

Certification

- Programme Leaders and Assessors are to be made aware of the deadline of certification by the Quality Nominee.
- Programme Leaders and Lead IVs will check the recording of unit details for students, to ensure that the RAG spreadsheet is accurate and up-to-date.
- Exams Officer to check grade sheet matches the RAG sheet, if so sign and date it.
- When claiming for certification, both the Lead IV and one other member of staff will be present to reduce the risk of making mistakes. Tracking sheets signed by both after entry.
- Assessment details will be entered onto Edexcelonline for each student and once submitted, all details provided to the Exams Officer.
- All details will be double checked by the Programme Leader and any mistakes rectified using the SA16 form.
- On receipt of certificates, the Exams Officer will check a sample of certificates against the tracking sheets to ensure accurate certification.

This procedure will be reviewed every September by the BTEC Quality Nominee.