

Introduction

Welcome to the student and parent guide to studying BTECs at Ousedale School. This guide is designed to help students and their parents understand how BTEC works and enable your child to get the most out of their studies.

Internal and External Verification

All assignments are marked by the teacher, checked by other teachers and a sample is sent off to Pearson Edexcel BTEC to ensure the marking is accurate.

Assignment Briefs

Each internally assessed unit is assessed by a group of assignments, set by the teacher. These assignments are checked by Edexcel to make sure they give you everything you need to pass.

All the assignments taken together are known as assignment briefs – essentially a document that sets out all the tasks that will take place for a unit.

Feedback

All students should expect regular feedback on their work. At least once per month they should receive a written comment on the quality of their work and what they need to do to complete and improve their assignments. Work will be marked and returned within two weeks.

Forms for submitting work

All final submissions of assignments must be accompanied by a form on which students declare that the work is their own, signed and dated by both themselves and the teacher. Final submissions will take place during June of Year 11. A student cannot pass without filling in this form.

Appeals

Students are entitled to appeal against their assessment. This appeal would be on the basis of too severe marking not that they have missed a topic through absence or the like. Please see appeals process and policy below.

Assessment Deadlines

Teachers will set deadlines to ensure that students have the best chance of passing the course. Students missing deadlines will be expected to work during lunchtimes and possibly after school to catch up.

Homework

Over the course of Year 10 and 11, students are expected to put in at least 60 hours of homework, where they work on their assignments, gathering information and writing up notes made in lessons. This equates, on average, to about one hour each week. Your child will also be set homework if he/she gets behind in their work. Parents might wish to remind their children of this.

Assessment Malpractice

Assessment malpractice is very serious. The following constitute malpractice by a learner:

- **plagiarism** by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source
- **collusion** by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of team work and this must be made clear to the learners
- **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
- **fabrication** of results and/or evidence
- **failing to abide by the instructions or advice of an assessor**, a supervisor, an invigilator, or Edexcel conditions in relation to the assessment/examination/test rules, regulations and security
- **misuse of assessment/examination material**
- **introduction and/or use of unauthorised material** not allowed by the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices
- **obtaining, receiving, exchanging or passing on assessment/examination/test related information** (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions
- **behaving in such a way as to undermine the integrity of the assessment/examination/test**
- **the alteration of any results document, including certificates**
- **cheating to gain an unfair advantage**

If a course tutors believe a student has cheated they will inform Deputy Head Teaching and Learning. He will investigate the allegation, informing parents. Edexcel will be informed and will work with the school to decide if there are grounds to declare the assessment of the unit or qualification invalid.

Additional note on plagiarism

Students are expected to produce work that is entirely of their own making and any quotations or sourced material must be properly referenced. Any material that is not appropriately referenced will not be included when marked and this may prevent the students' work from passing the assignment. Students may also be asked to either re-write the assignment or add the correct reference notes.

Stage 5

Ousedale will refer the appeal to Pearson Edexcel. The appropriate documentation will be completed by the Exams Officer.

Further Queries

If you have any further questions please contact the subject BTEC Subject Leader who is in charge of the course) in the first instance or Mr Grant (Assistant Headteacher and BTEC Quality Nominee).

Appeals Process and Policy

At Ousedale we follow Pearson Edexcel's policy regarding your right to appeal. Pearson Edexcel will also not intervene until we have carried out extensive internal enquiry which involves these stages.

Stage 1

You are unhappy with the grade/outcome of assessed work.

Stage 2

You must discuss the outcome with your teacher that marked the work, and fill in an appeals form available from the course leader. If still unhappy go to stage 3

Stage 3

Your work will be reassessed by the schools Quality Nominee. If still unhappy move to stage 4.

Stage 4

The Headteacher will review your work and make a judgement in favour of student or assessor. If still unhappy move to stage 5

Stage 5

Ousedale will refer the appeal to Edexcel. The appropriate documentation will be completed by the Exams Officer.