



PHILIPS HIGH SCHOOL

POLICY ON

BTEC ASSESSMENT

Policy Reviewed: July 2023

BTEC 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 Pearson set assignments (PSAs). These will be released twice a year as per the published Pearson timetable.
- ▶ Assess learners evidence using only the published assessment and grading criteria.
- ▶ Ensure that assessment decisions are impartial, valid and reliable
- ▶ Not to limit or “cap” learner achievement if work is submitted late (if an extension is approved by the lead internal verifier).
- ▶ 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
- ▶ Share good assessment practice.
- ▶ 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.

Signed	Ms T Owen – Head of Centre
Signed	Mrs J Potts – Quality Nominee
Signed	Mr M Coldwell – Subject Leader
Signed	Miss McCrone – Subject Leader
Signed	Miss Scofield – Subject Leader
Signed	Mr Simms – Subject Leader
Signed	Mr Carinci – Subject Leader
Signed	Miss Craig – Subject Leader
Signed	Mrs Dodd – Subject Leader

Signed Mrs L Waring - Examinations Officer