



# Craigavon Senior High School

## Centre Guide to Managing Quality

### 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 learner's 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;*
- *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 .*



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- *Provide resources to ensure that assessment can be performed accurately and appropriately .*

This policy will be reviewed every 12 months by the Quality Nominee.



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### NQF

#### 1. Assessment rules

##### 1.1 Providing feedback to learners

The tutor must decide when the learner is fully prepared to undertake the assessment. Once learners are working on assignments which will be submitted for assessment, **they must work independently** to produce and prepare evidence for assessment.

Before starting an assessment, the tutor **must** ensure each learner understands the:

- ✓ *Assessment requirements including assessment timeframe*
- ✓ *Nature of the evidence they need to produce*
- ✓ *Importance of time management and meeting deadlines.*

Once the learner begins work for the assessment, the tutor **must not**:

- ✓ *Provide specific assessment feedback on the evidence produced by the learner before it is submitted for assessment*
- ✓ *Confirm achievement of specific assessment criteria until the assessment stage.*

##### 1.2 Submission of evidence

Only **one submission** is allowed for each assignment. The assessor must formally record the assessment result and confirm the achievement of specific assessment criteria.

Each learner **must** submit:



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- ✓ *An assignment for assessment which consists of evidence towards the targeted assessment criteria*
- ✓ *A signed and dated declaration of authenticity with each assignment which confirms they have produced the evidence themselves.*

The assessor **must**:

- ✓ *Formally record and confirm the achievement of specific assessment criteria*
- ✓ *Complete a confirmation that the evidence they have assessed is authentic and is the learner's own work.*

The assessor **must not**:

- ✓ *Provide feedback or guidance on how to improve the evidence to achieve higher grades.*

**1.3 Opportunities for resubmission** Because every assignment contributes to the final qualification grade, it may be appropriate for the Lead Internal Verifier to authorise one opportunity for a learner to resubmit evidence to meet assessment criteria targeted by an assignment.

The Lead Internal Verifier **can only authorise a resubmission if all of the following conditions are met**:

- ✓ *The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension*



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- ✓ *The tutor judges that the learner will be able to provide improved evidence without further guidance*
- ✓ *The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed and dated declaration of authenticity by the learner.*

If a learner **has not** met the conditions listed above, the Lead Internal Verifier **must not** authorise a resubmission.

**2. Retakes for BTECs on the Qualifications and Credit Framework (QCF)** The Qualifications and Credit Framework (QCF) does not allow for compensation – this means that BTEC Firsts and Nationals on the QCF require learners to achieve every pass criterion in order to successfully achieve the qualification.

#### **2.1 Conditions for retaking a new assignment**

If a learner has met all of the conditions listed in **1.3 Opportunities for resubmission** but still not achieved the targeted pass criteria following resubmission of an assignment, the Lead Internal Verifier **may authorise one retake opportunity** to meet the required pass criteria.

The Lead Internal Verifier **must only** authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

- ✓ *The retake **must** be a new task or assignment targeted only to the pass criteria which were not achieved in the original assignment. Please see the BTEC Centre*



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*Guide to Assessment for further information on writing assignments for retakes (www.btec.co.uk/keydocuments).*

- ✓ *The assessor **cannot** award a merit or distinction grade for a retake.*
- ✓ *The assessor **must** agree and record a clear deadline before the learner starts a retake.*
- ✓ *The learner and the assessor **must** sign declarations of authentication as they both did for the previous submissions.*
- ✓ *The learner **will not** be allowed any further resubmissions or retakes.*
- ✓ *Standards Verifiers **will** require you to include evidence of any retakes in sampling.*

### **3. Retakes for BTECs on the National Qualifications Framework (NQF)**

Compensation is available for BTEC qualifications on the National Qualifications Framework (NQF). This means that BTEC Firsts and Nationals on the NQF do not require learners to achieve every pass criterion in order to successfully achieve the qualification.

**Retakes are therefore not available to learners studying BTEC Firsts and Nationals on the NQF.**



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**1.4 Procedure for resubmission** If the Lead Internal Verifier does authorise a resubmission, it **must** be:

- ✓ *Recorded on the assessment form*
- ✓ *Given a deadline for resubmission within 10 working days\* of the learner receiving the results of the assessment*
- ✓ *Undertaken by the learner with no further guidance.*

\* 10 working days must be within term time, in the same academic year as the original submission.

Our Standards Verifiers **will** require you to include evidence of resubmitted work in sampling, including:

- ✓ *Evidence of Lead Internal Verifier authorisation, signed and dated, with the resubmission deadline clearly stated*
- ✓ *The initial assessment record*
- ✓ *The resubmitted learner evidence, accompanied by a signed and dated declaration of authenticity by the learner*
- ✓ *The resubmission assessment record, detailing the additional learner evidence submitted and showing any related changes to the assessment decisions*
- ✓ *Confirmation from the assessor that the resubmitted evidence is authentic and is the learner's own work.*



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#### QCF

Assessments will be given out with dates for formative and summative assessment.

These dates will be printed on the assessment sheet for the pupil. Pupils must ensure that all evidence submitted covers all the criteria for the assessment. Pupils must also submit a signed and dated declaration of authenticity.

The assessor will mark and grade the work for formative feedback. The feedback can include information about what assessment criteria the learner has not achieved and what was missing.

Work will then be returned to the student and the summative deadlines then must be met.

- ✓ *Retakes must be a new task or assignment targeted only to the pass criteria which were not achieved in the original assessment*
- ✓ *The assessor must agree and record a clear deadline before the learner starts a retake*
- ✓ *The learner and the assessor must sign declarations of authentication as they did for the previous submissions*
- ✓ *The assessor cannot award a merit or distinction grade for a retake*
- ✓ *The learner will not be allowed any further resubmissions or retakes*





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*Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment*

#### **Evidence**

- ✓ *The Lead Internal Verifier for each Principal Subject Area will ensure this through the process of Internal Verification*



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- *Assess learner's evidence using only the published assessment and grading criteria*

### **Evidence**

- ✓ *The individual teachers will require training in order to access learner's evidence overseen by the Lead Internal Verifier for each Principal Subject Area. The Lead Internal Verifier will require time in order to oversee this.*



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- *Ensure that assessment decisions are impartial, valid and reliable*

### **Evidence**

- ✓ *The individual teachers will ensure assessment decisions are impartial, valid and reliable, evidence of which will be contained on the feedback form given to students.*



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- *Not limit or 'cap' learner achievement if work is submitted late*

### **Evidence**

- ✓ *It will be the responsibility of the Quality Nominee to draw up the Policy for students entering work late*



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- *Develop assessment procedures that will minimise the opportunity for malpractice*

#### **Evidence**

- ✓ *Learners will be asked to sign the front cover of each assignment to claim ownership of work. Final grades will not be awarded until the signature is in place*



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- *Maintain accurate and detailed records of assessment decisions*

#### **Evidence**

- ✓ *This will be evidenced by the assessment sheet and the tracking records held by teachers and the Lead Internal Verifier for each Principal Subject Area*



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*Maintain a robust and rigorous internal verification procedure*

#### **Evidence**

- ✓ *This will be in the form of the Internal Verification records held by teachers and the Lead Internal Verifier for each Principal Subject Area*
- ✓ *The QN will provide opportunities for the LIVs to meet to ensure internal standardisation across the centre*



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*Provide samples for Standards Verification as required by the awarding body*

### **Evidence**

- ✓ *This will be the responsibility of the Lead Internal Verifier for each Principal Subject Area*





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*Monitor standards verification reports and undertake any remedial action required*

### **Evidence**

- ✓ *This will be the responsibility of the Lead Internal Verifier for each Principal Subject Area*



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*Share good assessment practice between all BTEC programme teams*

### **Evidence**

- ✓ *This will be the responsibility of all the personnel involved in the BTEC programmes and will be evidenced by minutes of meetings which will be held, once time has been allocated for the said meetings*



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*Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff*

#### **Evidence**

- ✓ *This will be the responsibility of all the personnel involved in the BTEC programmes and will be evidenced by training records and minutes of meetings which will be held*



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*Departmental budgets are sufficient to provide resources to ensure that assessment can be performed accurately and appropriately*

#### **Evidence**

*This will be evidenced by the feedback sheets given to learners and by the allocation of time in order to complete this*

*Minutes of meeting with QN, Principal and Senior Teacher for Curriculum*



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**Policy for entering Work Late**

Aim:

- To ensure that all pupils get treated fairly in relation to work being entered late
- To ensure all staff are not overburdened in relation to marking work which has been entered late

In order to do this, the centre will:

*Clearly lay out the actions to be taken in relation to work being entered late*

*Define the role of BTEC staff in the accepting of work entered late*



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*Clearly lay out the actions to be taken in relation to work being entered late*

#### **Evidence**

- ✓ *Pupils will receive a clear date when the assignment is due*
- ✓ *This date will be published on the front of the assignment sheet*
- ✓ *If pupils are having difficulty in meeting this date they must indicate to the teacher at the first instance of difficulty*
- ✓ *The teacher will give a new date for when the assignment is due and will communicate this to the pupil*
- ✓ *Work will only be marked if the pupil has the work in by the new date\**
- ✓ *In the NQF there will no longer be a date for formative feedback hand-in; however, this will continue on in the older programmes*

*\* Only in extenuating circumstances and as agreed by the Head of Year, LIV and QN may the teacher may issue another date*



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*Define the role of BTEC staff in the accepting of work entered late*

#### **Evidence**

- ✓ *The BTEC teacher will issue one further date for submission of work, only if the pupil has notified the teacher upon the first instance of difficulty and if the teacher deems it viable*
- ✓ *The BTEC teacher will only be expected to mark the work if the second deadline is met*
- ✓ *The BTEC teacher will issue a 'zero' mark for work not submitted by the second deadline. The Head of Year and Parents are notified in line with school behaviour policy prior to this.*

***Draft June 2017***