

**BTEC Assessment policy**  
**Smith's Wood Academy**  
**Part of Fairfax Multi-Academy**  
**Trust**

<b>Document Owner:</b>	Louise Ellis, Head of Creative Arts
<b>Ratified By:</b>	<b>Person &amp; Title or Committee or Board</b>
<b>Date Ratified:</b>	October 2020
<b>Review Date:</b>	September 2021

**Contents**

Page 3	Purpose
Page 3	Aim
Page 3	Resubmission Rules

## Assessment Policy

### 1. Purpose:

Assessment is used by teachers to judge the attainment of pupils. For pupils, assessment indicates successful learning and maybe the need for further study or further evidence.

Assessment can be formative or summative, teachers will use both in assessing pupil's attainment.

### 2. 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, Smith's Wood Academy will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment using the framework provided by Pearson. These assessments will be IV'ed by the LIV before the learning begins.
- Make sure that each Subject Lead or LIV will produce a clear and accurate assessment plan at the start of the programme/academic year. These will be submitted to the QN.
- Provide clear, published dates for handout of assignments and deadlines for assessment both on the assessment plan and also on the assignment briefs.
- Assess learner's evidence using only the BTEC published assessment and grading criteria
- Ensure that all 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 on assessment trackers which will be kept in the shared area for pupils to access.
- Maintain a robust and rigorous internal verification procedure (see policy)
- Provide samples for standards verification as required by Pearson and each subject SV

- Monitor standards verification/external examination reports and undertake any remedial action required
- Share good assessment practice between all BTEC programme teams through departmental and faculty meetings
- 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.

### **3. Resubmission Rules**

The lead IV may authorize one opportunity for the pupil to resubmit evidence to meet assessment criteria targeted by an assignment. This can only be authorized if the following conditions are met:

1. The pupil has met the initial deadline set in the assignment, or has met an agreed deadline extension.
2. The assessor judges that the pupil will be able to provide improved evidence without further guidance
3. The original work has been authenticated by both the pupil and the teacher

If any of the above 3 conditions are not met then the Lead IV must not authorize a resubmission.

If the Lead IV authorizes a resubmission it must be:

1. Recorded on the assessment feedback form
2. Completed within 15 working days of the pupil receiving feedback from assessment
3. Undertaken by the pupil without any further guidance
4. The pupil and the assessor must complete the appropriate forms to confirm the authenticity of the resubmitted work

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