

Vocational Qualification Assessment Policy Smith's Wood Academy Part of Fairfax Multi-Academy Trust

Document Owner:	Chantelle Reid, Head of DTVA
Ratified By:	Lisa Huckstep, Assistant Principal
Date Ratified:	September 2026
Review Date:	September 2027

Contents

Page 3	Purpose
Page 3	Aim
Page 4	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 guidelines by JCQ regulations.
- To use AI responsibly as a learning support tool for generating ideas improving understanding and developing planning while ensuring all submitted work remains the learner's own.
- To maintain academic integrity by acknowledging any permitted use of AI where required checking the accuracy of AI generated information and complying with JCQ regulations on the authenticity and malpractice.
- To develop independent knowledge skills and critical thinking by using AI to support learning rather than to complete assess work ensuring learners can evidence their own understanding and achievement.

In order to do this, Smith's Wood Academy will:

- Ensure that learners are provided with assignments that are assigned in the correct assessment year, to enable them to produce appropriate evidence for assessment using the framework provided by the exam boards. These assessments will be standardised by a member of staff as the learning begins and moderated after assessments have taken place.
- Make sure that each subject teacher will produce a clear and accurate assessment plan at the start of the programme/academic year. These will be submitted to the Quality Nominee.
- Provide clear, published dates for handout of assignments and deadlines for assessment both on the assessment plan and also on the assignment briefs (where appropriate). These need to be referenced by the exam boards key dates so they are aligned with the assessment policy.

- Assess learner's evidence using only the Vocational Qualifications published assessment and grading criteria from the exam boards.
- Ensure that all work has been marked and moderated and the sample of work is submitted to the exam board by the deadline.
- Ensure that all assessment decisions are impartial, valid and reliable
- Develop assessment procedures that will minimise the opportunity for malpractice e.g. work need to be conducted under exam conditions and not taken place at home or by anyone else
- Maintain accurate and detailed records of assessment decisions on assessment trackers which will be kept and used as reference to guide teaching and report to SLT
- Share good assessment practice between all vocational qualifications through departmental and faculty meetings
- Ensure that Vocational qualification assessments assessors are understanding of the methodology and the role of the assessor.
- Provide resources to ensure that assessment can be performed accurately and appropriately.
- Any reasonable adjustments or special considerations for each student needs to be presented when submitting the sample. This will be completed on a RA1 form for BTEC and shared with the Exam officer. Other vocational courses need to inform their separate exam boards through the exams officer.

3. Resubmission Rules

The subject teacher with discussions with the Quality Nominee may authorise one opportunity for the pupil to resubmit evidence to meet assessment criteria targeted by an assignment. This can only be authorised 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
4. Any extenuation circumstances approved by the exam boards
5. It is still within the assessment window.

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