

Bishop Walsh Catholic School - BTEC Handbook and policies

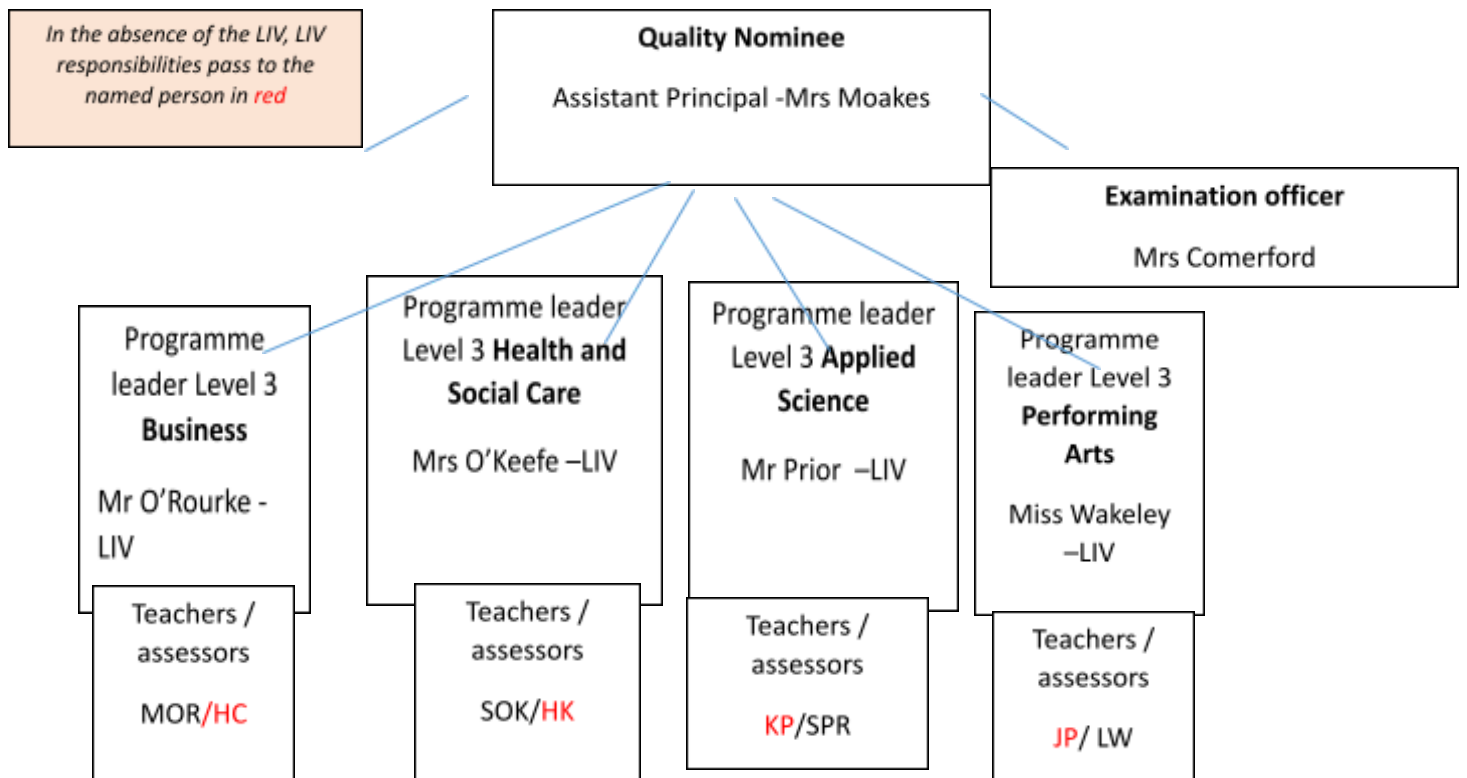
A Bishop Walsh Catholic School we support and challenge all pupils to strive to achieve the best possible results academically, spiritually and morally. For a number of our pupils, vocational qualifications are the preferred route to demonstrate their skills and understanding both at level 2 and level 3.

This BTEC Policy Handbook 2022 – 2023 has been designed to assist in the delivery of the BTEC programs of study and is reviewed / updated each year by the Quality Nominee, Mrs Moakes.

The handbook is then shared and agreed with relevant staff.

Policies included in this Handbook:

- Registration & Certification Policy
- Internal Verification and Assessment Policy
- Appeals Policy, Procedure & Recording Document



BTEC Roles

Quality Nominee (in conjunction with the Assistant Quality Nominee)

The Quality Nominee is responsible for maintaining the quality of BTEC qualifications within the centre.

The Quality Nominee (QN) will:

Ensure effective management takes place across all subjects through ensuring that all QN details are accurate and up to date, they lead on the annual Quality Management Review (QMR) and Centre Visits relating to the centres' BTEC provision, and the effectiveness of quality procedures adopted by the centre, this includes: -

- the completion of the **Annual Centre Declaration Document**, which will also be shared and agreed with all Lead Internal Verifiers (LIV) prior to submission share all documentation relating to the QMR and oversee the areas identified for development an annual review of all internal policies associated with BTEC delivery takes place and that these are shared and understood with all relevant members of staff involved in the delivery of BTEC programmes

▪ Ensure programmes being delivered are approved	▪ Ensure LIVs complete the online standardisation process (OSCA) for each subject area and that this process extends internally to other staff as necessary	▪ Ensure learner registrations and certifications are completed in a timely fashion	▪ Ensure assessment and internal verification is effective for all subjects through liaising with the LIV for each program area	▪ Ensure standards Verification process is completed successfully for each subject area
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Lead Internal Verifier

The Lead Internal Verifier (Lead IV) is the person designated by a centre to act as the point of signoff for the assessment and internal verification of the programme(s) in a subject area.

The Lead IV will:

▪ register through the online standardisation system, OSCA.	▪ make other assessors and internal verifiers aware of the standardisation practice and lead this within their subject area	▪ liaise with the Quality Nominee throughout the program and be aware of any updates to the programs of study and/or quality assurance requirements	▪ review the reports from the quality assurance process and ensure that appropriate action is taken as necessary	▪ ensure that there is an assessment and verification plan for the programmes in the sector which is fit for purpose and meets all BTEC requirements
▪ undertake internal verification and/or assessment for individual units within the programme for their subject area ensure that they do not internally verify their own work	▪ ensure that records of assessment and samples of learner work are being retained for use with Standards Verification if necessary.	▪ liaise with the Standards Verifier to ensure that appropriate sampling takes place as required ▪ liaise with the Examinations Officer in relation to the registration and certification of learners	▪ plan for the handover to a deputy or replacement if unable to carry out the role within their subject area o Internal Verifier	▪ Ensure that an annual standardisation activity takes place each year, lead by the Lead Internal Verifier. This will coincide with an assessment window and is accessed through OSCA. This standardisation activity should be recorded.
▪ Check the quality of assessment to ensure that it is consistent, fair and reliable ▪ IV all	▪ Ensure that an accurate and efficient Assessment plan is in	▪ Monitor that the IV schedule covers all learners, across all units, tasks and	▪ Ensure that Internally assessed work consistently meets national	▪ Give relevant advice, support and feedback to assessors and identify

assignment briefs prior to issue to learners	place and that the plan is implemented	assessors on a programme	standards and that an efficient system for recording learner achievement is in place	action to be taken where appropriate.
<ul style="list-style-type: none"> Share best practice with other teams at regular intervals throughout the academic year. 				

Assessor will:

<ul style="list-style-type: none"> Set tasks which allow students to demonstrate what they know, understand and can do so that they have opportunities to achieve the highest possible grades in their Btec courses. 	<ul style="list-style-type: none"> Ensure that learners are clear about the criteria that they are expected to meet in their assignments and that they are fully briefed on the skills that need to be demonstrated in each subject area. 	<ul style="list-style-type: none"> Provide students with detailed SUMMATIVE feedback following the completion of a unit as per Assessment plan. Clear reference must be made to which grading criteria the candidate has achieved. 	<ul style="list-style-type: none"> Mark and return work within approximately two weeks of submission. Record outcomes of all assessments using appropriate documentation.
<ul style="list-style-type: none"> Ensure that each candidate signs to confirm that their work is their own and that it is endorsed by the teacher after marking the work. 	<ul style="list-style-type: none"> Provide accurate records of internally assessed marks to the Exams officer in a timely manner for transfer to the awarding body. 		

Signature of QN:

Academic year : 2022-2023

Signature of Principal:
QN

Date: This Policy will be up-dated annually by the

Aim:

1. Bishop Walsh Catholic School will ensure that individual students are registered on the correct programme within agreed timescales.
2. Bishop Walsh Catholic School will ensure valid student certificates are claimed within the timescales specified by the awarding body.
3. To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate which is issued for each student.

Registration process: Programme leads registering the course and candidates, QN checks, amendments made, registering explicit registration of examination units and online official registration using edexcelonline

Register each student within the awarding body requirements. The Examinations Officer (AMT) will send a memo to the programme lead/LIV requesting BTEC Course details, Programme Number and QAN.

QN check

The QN will meet with all programme leads and separately with the exams officer to review registration details and check the accuracy of the student registration.

Amendments

The Examinations Officer to send Head of Department set lists for checking with Programme Number and QAN. Programme lead to return with any amendments. Meeting held between Examinations Officer and Head of Department regarding checking of entries.

Examination units

Programme leads to ensure that the examinations officer is given lists of candidates who will be sitting the examination units and during which window – January or June window. QN to verify against Assessment plans

Examinations Officer will register students on Edexcelonline by the 1st of November. Confirmation will be given to programme leads and QN

After 1ST November – Information sharing and claiming certification (in. transfer and withdrawal)

Information

Make each student aware of their registration status.

Inform the awarding body of withdrawals, transfers or changes to student's details.

Transfer: learners can transfer their registration and achievement to date between centres.

Transfer between programmes is permitted. Procedures need to ensure transfers are accurate and timely. Adequate information about the transferee's position and progress is communicated.

Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (EO AND LIV)

Ensure that certificate claims are timely and based solely on internally verified assessment records.

Full qualification certification or credit certification is claimed via Edexcel Online or by paper Student Report Forms (SRFs). Claims can be made at any time of year, but claims for August certificates should be received by the awarding organisation 5th July. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.

Withdrawal: LIV/Teacher must let EO know when a learner leaves before completion, so that Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.

Audit certificate claims made to the awarding body.

Audit the certificates received from the awarding body to ensure accuracy and completeness. (EO)

Keep all records safely and securely for three years post certificate.

Signature of QN:



Academic year : 2022-2023

Signature of Principal:



Date: This Policy will be up-dated annually by the QN

Bishop Walsh Catholic School BTEC Internal Verification and Assessment Policy

Purpose of the policy is: -

1. To ensure that all Internal Verification is valid, reliable and covers all assessors and programme activity. To ensure that the Internal Verification procedure is open, fair and free from bias.
2. To ensure that there is accurate and detailed recording of Internal Verification decision

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that good practice is shared between subjects. It will be communicated to all relevant centre staff.

The aim of the internal verification policy is: -

- Internal Verification (IV) is a system of quality checks made in the centre to ensure that assignments have been written correctly and that assessment decisions are accurate. It is essential that the assessment and verification of learner work is accurate, rigorous and in line with national standards promoted by the exam board and that assignment briefs are fit for purpose.
- To ensure there is an accredited Lead Internal Verifier in each principal subject area
- To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.

In order to do this, Bishop Walsh Catholic School will: -

Where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area and is registered with Pearson.	Each Lead Internal Verifier oversees effective Internal Verification systems in their subject area	Staff are briefed and trained in the requirements for current Internal Verification procedures	Standardised Internal Verification documentation is provided and used
All centre assessment instruments are verified as fit for purpose	An annual Internal Verification schedule, linked to assessment plans, is in place	An appropriately structured sample of assessment from all programmes, units, sites and Assessors is internally Verified, to ensure centre programmes conform to national standards	Secure records of all Internal Verification activity are maintained
The outcome of Internal Verification is used to enhance future assessment practice.			

IV Schedules

It is the responsibility of each Lead IV to produce an IV schedule for their subject and publish this to the QN (HBI) at the start of the academic year.

LIV Registrations

The QN will contact staff members from July of each academic year to check for changes and will ask Lead IVs to ensure that they are registered. The QN will check that registrations have been made and will contact the lead IV and HOD if this is not the case.

Standardisation Materials / Activities

Towards the end of the summer term, the Quality Nominee will contact the lead IVs regarding release of standardisation materials and the process required. Standardisation of assessors will be completed in departmental meeting times and the lead IV must confirm that this has occurred via a BTEC check database. The quality nominee will check regularly until all subjects have confirmed standardisation has occurred. If this has not occurred, the QN will contact the lead IV and HOD for the subject. Google classroom (online sharing platform) will be used to monitor and share good practice.

Assessment plans and all assignments must be uploaded prior to teaching.

Staff Briefing / Annual Updating

The lead IVs and Quality Nominee will meet officially every half term. These meetings are scheduled in the school calendar. The first meeting is always held in July to support new Lead IVs and support with the standardisation process. Another meeting will be held in September to support the early stages of courses. Half termly meetings will then take place with IV's and the QN.

Informal meetings can also be arranged between lead IVs and the Quality Nominee or between Lead IVs and Line Managers to support each other. The QN is to be informed of these meetings and any issues that arise from them.

IV of Assignments

Internal verification of assignments must be carried out for each assignment before use to ensure that they are fit for purpose, and that any recommendations are actioned. Each faculty is encouraged to use Pearson authorised assignment briefs and to use the Assignment Checking Service (Pearson Assignment Checking Service).

The assignments must still be internally verified.

- Within each faculty, the assessors and lead IV will meet to ensure standardisation of procedures.
- The lead IV should discuss the Internal Verification policy with all assessors
- The Internal Verifier should check that the assignment brief:

Has accurate unit and programme details has clear deadlines and an appropriate time frame for assessment	Has a suitable vocational scenario or context	Shows all relevant assessment criteria for the unit(s) covered in the assignment	Indicates relevant assessment criteria targeted against each task
Clearly states what evidence the learner needs to provide	Is likely to generate evidence which is appropriate and sufficient	If an assignment from a previous academic year is being re-used, the verification process must be carried out to ensure that the assignment is	

		still fit for purpose and that deadlines are appropriate.	
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The Pearson BTEC internal verification – assignment brief document must be completed and a copy kept within the faculty.

An assignment MUST be internally verified before being distributed to learners.

IV of Assessment Decisions

The Internal Verifier reviews the Assessor’s judgements against the learning aim, unit content, assessment criteria and assessment guidance as published in the qualification specification. This will include checking:

- The learner work against the assessment criteria to judge whether the work has been assessed accurately.
- The assessment criteria. This represents the national standard and all BTEC learners are measured against it coverage of the unit content in conjunction with the assessment guidance to see if the Assessor has taken this into account.
- The feedback from Assessor to learner is accurate and linked to the assessment criteria.
- Internal verification of assessments must occur before learner work is formally assessed and before learners receive feedback. If errors have been identified in the assessment of learners’ work, a larger sample size, must be sampled if appropriate. Any actions must be applied to the whole cohort not just the sampled learners.

Maintenance of IV records

It is the responsibility of the lead IV to securely store internal verification documentation, along with the assessment tracking documents for a minimum of three years after the date of certification. This can include securely on the staff shared drive or securely in a locked filing cabinet. These records must be available to the Quality Nominee and / or standards verifier upon request.

Standards Verification / External Examination Monitoring and Review

Standards Verification

When a Principal Subject Area is going through standards verification, the school applies the following

procedure: -

The Quality Nominee will initially take the lead in liaising with Edexcel or the Standards Verifier



After the initial contact the Lead IV will liaise with the SV but will copy the QN into all e-mail correspondence.
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The Standards Verifier will be provided with:

the required samples of student work	assessment records for the student work sampled	assignment briefs for the units identified
internal verification records for the assignment briefs	internal verification records for student work	Any other documents requested by the SV

The Lead IV will stay in regular contact with the SV to keep them informed of all stages of the process.



If there is an unsuccessful outcome from the 1st sample, there will be a 2nd sample.

The Lead IV consults with the Quality Nominee to ensure that the second sample is checked thoroughly and that the advice and guidance given by the Standards Verifier is applied to this sample.



Should there be an unsuccessful outcome after the submission of a second sample, the school will work with their Edexcel Regional Quality Manager, to resolve outstanding issues.



Bishop Walsh follows the guidance given by the SV and responds accordingly. The Lead IV will keep the QN informed at all times.

Any queries regarding the standardisation process must be approved by the QN before submitting to the SV.

The QN will feedback to all lead IVs if there is a learning opportunity available for further development within all subject areas.

External Examination

It is the responsibility of the exams officer in conjunction with the assessment policy to monitor and review external examinations.

Key dates and actions for processes and procedures

- IV schedules should be completed by the lead IV in the summer term before the start of the next academic year. The school acknowledges that this is a plan and may be altered throughout the year. It is the responsibility of the Lead IV to share any changes with the assessors.
- Standardisation must be completed as soon as available so that all assessors are prepared for delivery and assessment of assignments.
- Assignments must be internally verified before delivery to learners. This should either be done in the summer term prior to the start of the next academic year or in the half term before delivery to the students.
- IV documents must be completed for all assignments and must be kept securely either on Staff share or in a folder that is kept in a secure place. These must be completed before delivery to students but preferably in the summer term before the start of the next academic year.
- Standardisation of assessments should take place at a mutually convenient time with the lead IV and assessors but in a timely manner to allow for assessment, alterations and feedback to learners. This should occur in line with the IV schedule.
- External examinations – the Exams Officer will inform HODs and Lead IVs of key dates and deadlines accordingly as information is received from the awarding body.
- Permission to access to OneDrive is only permitted by the QN to submit standardised work.
- Two people should upload marks for awarding (LIV and Exams officer) this will then be checked by the QN.

Signature of QN:

Academic year : 2022-2023

Signature of Principal:

Date: This Policy will be up-dated annually by the QN



Appeals Policy, Procedure & Recording Document



Purpose of the policy is to ensure: -

- That there are clear procedures for learners to enable them to enquire, question or appeal against an assessment decision.
- That any appeal is recorded and documentation is retained for 18 months following the resolution of the appeal.
- That the Head of Centre facilitates the learner's ultimate right of appeal to Edexcel, once the centre's appeal procedure is exhausted.

Aims

- To enable the learner to enquire, question or appeal against an assessment decision.
- To attempt to reach agreement between the learner and the assessor at the earliest opportunity.
- To standardise and record any appeal to ensure openness and fairness.
- To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.
- To protect the interests of all learners and the integrity of the qualification.

In order to do this, Bishop Walsh Catholic School will:

- Inform the learner at induction, of the BTEC Appeals Policy and procedure.
- Record, track and validate any appeal.
- Forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.
- Keep appeals records for inspection by the awarding body for a minimum of 18 months.
- Have a staged appeals procedure.
- Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.

Links

- BTEC Programme Specifications: These provide guidance on assessment for each BTEC qualification. All staff teaching BTEC programmes should have access to the relevant specification. They are published on the Edexcel website: www.edexcel.com
- Policy on Appeals Concerning BTEC & Edexcel NVQ Qualifications: This is Edexcel's policy on learner appeals. Please note, this does not apply until internal centre processes have been exhausted:

Definitions/Terminology

- **Appeal:** A request from a learner to revisit an assessment decision which s/he considers to disadvantage him/her.
- **Appeals Procedure:** A standard, time limited, sequenced and documented process for the centre and learner to follow when an appeal is made.

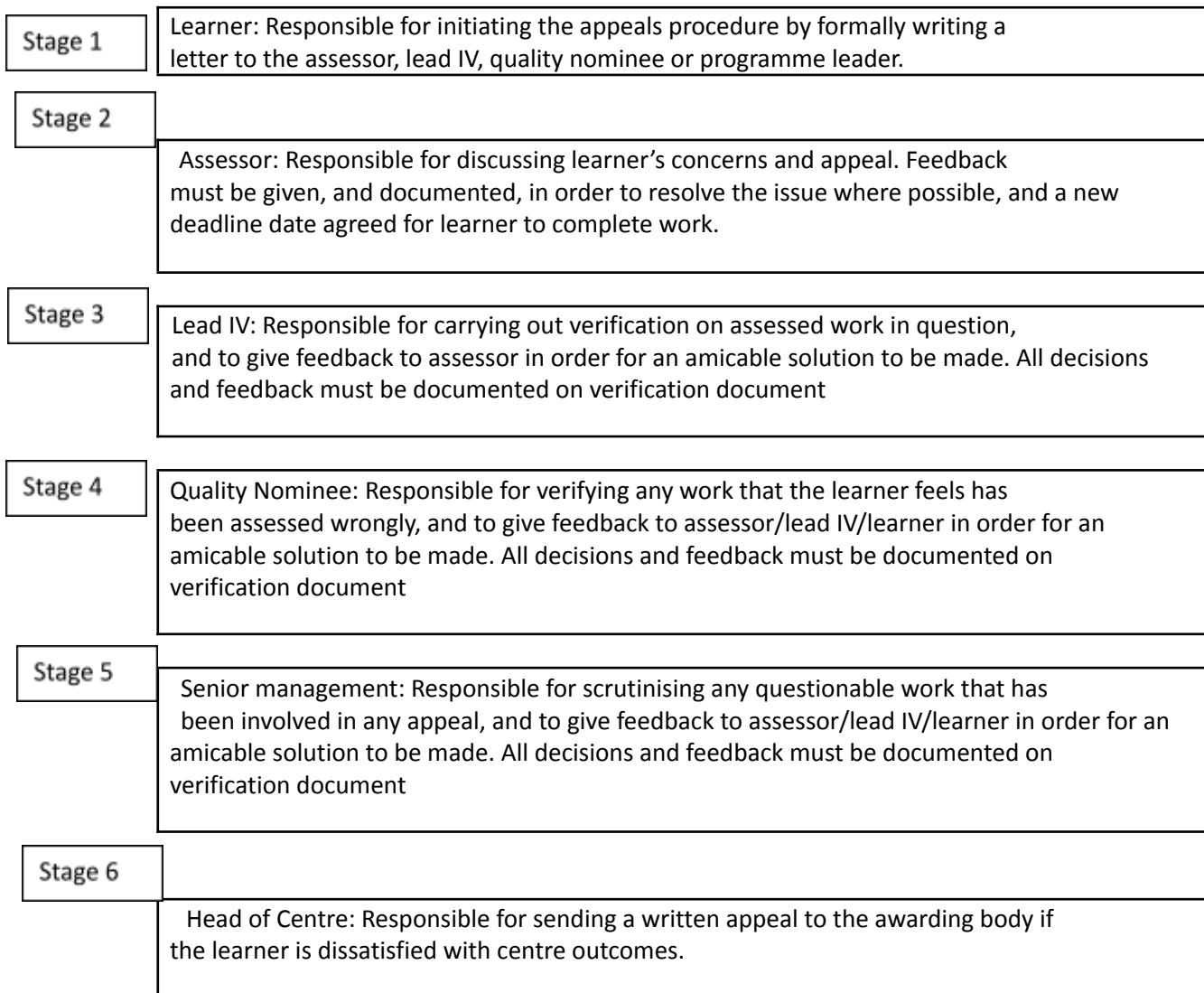
Responsibilities

- Learner: Responsible for initiating the appeals procedure, in the required format, within a defined time frame, when s/he has reason to question an assessment decision.
- Assessor: Responsible for providing clear achievement feedback to learners. If assessment decisions are questioned, the assessor is responsible for processing the learner's appeal within the agreed time.
- Internal Verifier/Senior Management: Responsible for judging whether assessment decisions are valid, fair and unbiased.
- Head of Centre: Responsible for submitting an appeal in writing, to Edexcel if the learner remains dissatisfied with the outcome of the centre's internal appeals procedures.

Procedures

- Learner induction: Should inform the learner of the appeals procedure.
- Learner appeals procedures: A staged procedure to determine whether the assessor:
 - used procedures that are consistent with Edexcel's requirements
 - applied the procedures properly and fairly when arriving at judgements
 - made a correct judgement about the learner's work

Appeals Procedure Flowchart



The centre can enquire about or appeal against a Pearson decision affecting the centre or its learners by submitting an email to vocationalqualitystandards@pearson.com within 14 calendar days of receipt of Pearson's original decision.

If an individual learner wants to enquire about or appeal against the centres decision which they feel has disadvantaged them, then they too should send an email to vocationalqualitystandards@pearson.com within 14 calendar days of being notified of the outcome of the centre's internal appeals process. A learner MUST go through the centres appeals process before contacting Pearson.

Recording appeals


Each stage should be recorded, dated and show either agreement or disagreement with decisions. Documents must be kept for a minimum of 18 months.

Monitoring of appeals

Undertaken by senior management to inform development and quality improvement.

Signature of QN: 

Academic year : 2022-2023

Signature of Principal: 

Date: This Policy will be up-dated annually by the QN