



Examinations **BTEC Policy**

Reviewed April 2022

1. **AIMS**

- 1.1 To be a Catholic school where all members of the community live according to Gospel values and the principles and teachings of Mary Ward, promoting the virtues of freedom, sincerity, justice, truth and joy, to allow all members of the community to feel secure and able to work and live in an atmosphere of courtesy and respect.
- 1.2 To create a caring and stable environment, in which each person is respected as an individual with unique gifts, talents and ambitions, and is given the freedom and confidence to develop these.

2. **GUIDING PRINCIPLES**

- 2.1 The Governors and School appreciate the responsibility of running an exam centre and to this end adopt the policies suggested by JCQ.
- 2.2 The Governors and School recognise their obligations under the General Data Protection Regulations (GDPR). To this end there is an additional GDPR document specifically related to the examinations process.

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4. **PURPOSE**

- 4.1 The purpose of this policy is:

- to ensure the planning and management of Edexcel Assessments are conducted efficiently and in the best interest of candidates;
- to ensure the operation of an efficient assessment system with clear guidelines for all relevant staff.

4.2 It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy. This Examination/Assessment Policy will be reviewed annually by the BTEC Quality Nominee, Senior Leadership Team and Examination Officer.

5. **EXAMINATION RESPONSIBILITIES**

5.1 **Quality Nominee:**

5.1.1 The Quality Nominee will:

- act as the Head of Centre for examination purposes and will be responsible for the operation of the school as an Examination Centre for BTEC qualifications;
- be responsible for line managing the assessor and internal verifier in organising the recruitment, training and monitoring of a team of staff and teaching assistants responsible for support in practical assessment;
- liaise with external Edexcel representatives to co-ordinate delivery of BTECs and arrange the annual Quality Review and Development meetings;
- ensure equal opportunity to access Edexcel qualifications and assessments, and
- ensure all learners achieve the recognition they deserve from undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers.

5.2 **Lead Internal Verifier:**

5.2.1 The Lead Internal Verifier will:

- inform the examination officer of all candidates to be entered for BTEC qualification and check details are correct on the student report form;
- ensure support is in place for pupils who qualify for additional requirements by liaising with the SEN Department and ensure that staff are aware of Edexcel assessment procedures;
- quality assure the delivery of the BTEC Units, explaining the content and learning outcomes and offering guidance on possible approaches to delivery, and
- enter the assessment marks and ensure these are checked by an Internal Verifier in the specified subject.

5.3 **Examination Officer:**

5.3.1 The Examination Officer is responsible for:

- providing and confirming detailed data on estimated entries;
- provide each assessor with candidate registrations details;
- submit registrations and entries in a timely manner;
- providing RA1/RA2 forms to SENCo, Quality Nominee and Assessors and making applications for special consideration using the JCQ publications Access Arrangements, Reasonable Adjustments and Special Consideration;
- submitting candidates' coursework marks, tracking despatch and storing returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule;
- arranging for dissemination of examination results and certificates to candidates and forwards, and in consultation with the Senior Leadership Team any appeals/re-mark requests;

- maintaining systems and processes to support the timely entry of candidates for their examinations, and
- maintaining systems and processes to support the submission of marks for certification.

5.4 **Assessor:**

5.4.1 The Assessor is responsible for:

- submitting candidates' names to the Quality Nominee and Exams Officer;
- encouraging timely completion and submission of assessment and paperwork by pupils;
- explaining the content's relationship to the learning outcomes and offering guidance on possible approaches to delivery;
- giving information about the evidence that learners must produce, together with any additional guidance if appropriate, relevant to the assessment criteria, and
- listing resource materials that can be used to support the teaching of the unit, for example books, journals, websites.

5.5 **SEN Co-ordinator:**

5.5.1 The SEN Coordinator is responsible for:

- identifying and testing of candidates, and requirements for access arrangements;
- providing evidence, completing Form 8 and storage of evidence;
- notifying access arrangement requirements (as soon as possible after the start of the course) to the Examination Officer, and
- the provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

5.6 **Candidates:**

5.6.1 Candidates are responsible for:

- confirming their entries, and
- understanding assessment regulations and signing a declaration that authenticates the coursework as their own.

5.7 **Qualifications**

5.7.1 The Edexcel Qualifications offered at this centre are decided by the Senior Leadership Team and are currently:

NQF BTEC Level 3 National Diploma in Business

5.7.2 The subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year. If there has been a change of syllabus from the previous year, the Examination Officer must be informed by 1 October so that the estimated entries deadline can be met.

5.7.3 Informing the Examination Officer of changes to a syllabus is the responsibility of the Quality Nominee. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Headteacher.

5.8 **Examination Fees**

- 5.8.1 BTEC and other entry examination fees, late entry fees and amendment fees will be paid for by the school. Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- 5.8.2 However, fee reimbursements are sought from candidates who decide to sit an examination after the late entry/withdrawal deadline, who fail to sit an examination or who do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances. Likewise re-sit fees are paid by the candidates unless agreed by the Head of Department.

5.9 **Disability Discrimination Act**

- 5.9.1 All examination centre staff must ensure they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- 5.9.2 A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.
- 5.9.3 Further information on how an Examination Centre must satisfy the requirements of the DDA is available on the DDA information page on the QCDA website.
- 5.9.4 The school will meet the requirements of the DDA by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Senior Leadership Team, Examination Officer and SEN Coordinator.

5.10 **The Equality Act, Special Needs and Access Arrangements**

- 5.10.1 The Equality Act 2010 extends to the application of the Equality Act to general qualifications. All staff must ensure that the access arrangements regulations and guidance are consistent with the law.
- 5.10.2 The SEN Coordinator will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SEN Coordinator can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.
- 5.10.3 The following responsibilities will be assigned by the centre as follows:
- a candidate's access arrangements requirement is determined by the SEN Coordinator;
 - making access arrangements for candidates to take examinations is the responsibility of both the SEN Coordinator and Examinations Officer (information to be circulated to the Quality Nominee, Lead Internal Verifier for BTEC qualifications);
 - completing access arrangement applications and storage of evidence is the responsibility of the SEN Coordinator, and
 - invigilation and support for access arrangement candidates will be organised by the SEN Coordinator in liaison with the Examinations Officer.

5.11 **Malpractice**

5.11.1 The Senior Leadership Team together with the Examination Officer are responsible for investigating suspected malpractice.

5.12 **Internal Assessments and Appeals**

5.12.1 It is the duty of Heads of Department to ensure that all Internal Assessments are ready for internal verification by the Internal Verifier and the Lead Verifier in sufficient time. The Quality Nominee will assist by keeping a record of each pupil's work, including the recipient details and the date and time completed.

5.12.2 The Quality Nominee, Assessor, Internal Verifier and Lead Verifier will provide feedback for all Internal Assessments by a suitably agreed date.

5.12.3 The Lead Internal Verifier should be verifying a minimum of 4 assignments. Ideally, this should include one low mark, one middle mark, one high mark as well as one of the most commonly awarded marks.

5.12.4 The process for managing appeals against Internal Assessments is detailed in a separate Appeals Procedure, which is available from the Examination Officer and is also accessible on the school's website.

5.13 **Results**

5.13.1 Candidates will receive feedback on their assessment via the relevant Internal Verification process conducted by the Assessor, Internal Verifier and Lead Verifier in person at the centre.

5.14 **Review of Results (RoRs):**

5.14.1 RoRs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any RoR is requested. If a result is queried, the Lead Verifier will investigate the feasibility of a sample being sent to Edexcel for standards verification at the school's expense. When the school does not support a candidate's or parent's request for an RoR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

5.15 **Access to Scripts (ATs):**

5.15.1 After the release of results, candidates may ask the Quality Nominee, Assessor or Lead Verifier to request the return of their assessment papers/file within four weeks for scrutiny of their feedback. Centre staff may also request copies of scripts for training and for teaching purposes. For the latter, the consent of candidates must be obtained.

5.15.2 Assessment documents will be kept in the centre by the Quality Nominee for a minimum three year retention period. These must include the assessment decisions and internal verification process.

5.15.3 Assessment must be performed within an appropriate timescale to allow the internal verification process to be thorough and accurately completed by the Assessor, Internal Verifier and Lead Internal Verifier.

5.15.4 Learner work will be kept for 3 months after certification. Evidence such as photographs can also be returned to the learner. Permission to be obtained from the learner if excess evidence is to be retained for future support for example electronic evidence like photographs on pen drives and data sheets.

5.16 **Registration & Certification Policy**

5.16.1 **Aim:**

- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

5.16.2 In order to do this, the centre will:

- register each learner within the awarding body requirements;
- provide a mechanism for programme teams to check the accuracy of learner registrations
- make each learner aware of their registration status;
- inform the awarding body of withdrawals, transfers or changes to learner details;
- ensure that certificate claims are timely and based solely on internally verified assessment records;
- audit certificate claims made to the awarding body;
- audit the certificates received from the awarding body to ensure accuracy and completeness, and
- keep all records safely and securely for three years post certification.

This policy will be reviewed every 12 months by the Quality Nominee which is currently Miss Tweeddale.