



# ABBAY COMMUNITY COLLEGE



## BTEC CURRICULUM

### **Assessment, Internal Verification & Tracking** **Policy**

#### **AIMS**

- To enable the school and the IV's to access assessment and tracking documents.
- To make sure that external moderators and examiners can view all documents with regards to assessment and tracking.
- To standardise the format of record keeping.
- To keep all assessment and tracking records and documentation for three years from the date the candidate completed their course.
- To facilitate any appeals or questions raised by candidates or institutions with regards to marks or grades.

#### **In order to do this, the centre will:**

- Inform the learner & parents of the policy in a 'Induction Booklet' at the beginning of each new course year.
- Record, track and keep all assessment documents, either by hard or electronic means.
- Make sure that all teacher and instructors of the BTEC courses are familiar with this policy and the measures to protect the documentation for up to three years after the courses have been finished.
- Introduce a system whereby the Quality Nominee also keeps a copy of the overall documentation and summary details of the candidates.
- The school will work towards an online SIMS style electronic system of keeping these records. This will be tailored to each specific course and tutor.

This policy will be reviewed every twelve months by;

Gary Shields – Quality Nominee

*G Shields*

Date: September 2020