



ABBEY COMMUNITY COLLEGE



BTEC CURRICULUM

ASSESSMENT POLICY

AIM

- To ensure that assessment 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.
- To ensure that all assessments follow the guidelines from Btec.

In order to do this, the centre will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment. (I.V.)
- Train staff each year on any changes to assessment procedures from Btec.
- Produce clear and accurate assessment plan at the start of the yearly programme.
- Update the Assessment Plan throughout the year if needs be.
- Provide clear published dates for handouts and assignments, with grading criteria.
- Assess learner's evidence using only the published assessment and grading criteria.
- Ensure that assessment decisions are impartial, valid and reliable. (I.V.)
- Not limit or 'cap' to learner achievement if work is submitted late.
- Develop assessment procedures that will minimise the opportunity for malpractice.
- Maintain accurate and detailed records of assessment decisions.
- Maintain a robust and rigorous internal verification procedure.
- Provide samples for Standards Verification as required by the awarding body.
- Monitor standards verification reports and undertake any remedial action required.
- Share good assessment practice between all BTEC programme teams.
- 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.

This policy will be reviewed every 12 months by:

Gary Shields – Quality Nominee *G Shields*

Date: September 2020