



# SHAVINGTON ACADEMY

## BTEC Assessment Policy and Academic Appeals Procedure

### INTRODUCTION

Shavington Academy takes its responsibility for ensuring the quality and reliability of assessment very seriously. It recognises that high quality assessment practices are an important element of the student experience and that the outcomes of assessment influence students' future lives.

This policy and procedure relates to full-time BTEC First Certificate Awards. A BTEC qualification is a vocational qualification that involves a learning and assessment style that is different from traditional GCSE courses. Courses are assessed through teacher marked assignments rather than end-of-module exams. Students should be aware of the volume of work that needs to be generated on an on-going basis to complete these assignments and the importance of getting that work handed in for assessment by the given deadline. Procedures for handing in assignment work are contained in Section 3.

### ASSESSMENT ENTITLEMENT

If you are a student at Shavington Academy you are entitled to:

- ✓ Fair and open assessment practices in line with the school's Equal Opportunities policy for learners
- ✓ An assignment indicating the criteria against which you will be assessed
- ✓ Access to an open and fair appeals procedure
- ✓ Assessments being carried out regularly and outcomes reported within 2 weeks with written and/or verbal feedback

### ASSESSMENT PROCEDURES

#### *Submitting Assignments*

It is recommended that each unit is assessed through a number of shorter tasks. Students are given a hand-in date for each assignment. Staff are required to mark assignments and provide students with feedback. Students are then given other opportunities to upgrade their work based on the feedback given by the assessor. Staff will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. Work should be re-submitted within a period of time specified by the course tutor (this will normally be two weeks). Grades will still be awarded after deadline dates, but it is seen to be in the best interests of all to try to meet deadlines.

#### *Failure to meet Deadlines*

Students should attempt, for their own benefit, to meet all deadlines. Lots of opportunities will be available to catch up and at no stage will work be refused. Students should act upon the advice given by their teachers in order to improve their work. Again, there is no set time limit for this.

### *Recording Progress*

Staff are required to record student grades on the spreadsheet grade tracking sheet.

## **APPEALS PROCEDURE**

In the event of you wishing to make an appeal against an assessment decision, you must follow the steps outlined:

- ✓ Requests for reviews of marking **must** be made in writing.
- ✓ Staff will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- ✓ Curriculum Leaders will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- ✓ Curriculum Leaders will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- ✓ The candidate will be informed in writing of the outcome of the review of the centre's marking.

### *Grounds for Appeal*

You may make an appeal under the following circumstances:

- ✓ If you are dissatisfied with individual assessment outcomes for a unit element or individual performance criteria
- ✓ If you are dissatisfied with your assessment outcome at the end of the course
- ✓ If you have any personal circumstances which may have affected your ability to complete assignments and meet submission dates.

## **Approved at the Pupil & Curriculum Committee**

Signed:  (Chair)

Signed:  (Head Teacher)

Dated: 15/2/18

Review Date: **Spring 2019**