



### **Smithills School Assessment Procedure - BtEC**

#### **Aim:**

1. To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals.
2. To ensure that the assessment procedure is open, fair and free from bias and to national standards.
3. To ensure that there is accurate and detailed recording of assessment decisions.

#### **Programme managers should ensure that within their principal subject areas:**

- The schools assignment brief template is used or a revised version agreed with the Vice Principal.
- Learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment.
- Learners' evidence is assessed using only the published assessment and grading criteria provided by the examination board.
- That assessment decisions are impartial, valid and reliable.
- There is no limit or 'cap' to learner achievement if work is submitted late.
- Departmental assessment procedures will minimise the opportunity for malpractice (sources of information/ references are clearly documented; Learners work is kept securely stored; Learners complete a declaration for every assignment completed to say work produced is their own)
- Accurate and detailed records of assessment decisions are maintained using the schools system of recording- Sims.

**Written By: Julie Emerson, Vice Principal**

**Signed:**  **Principal**

**Date: September 2016**



## Management of Pupils

- There is a robust and rigorous internal verification procedure in place in every principal subject area. ( Refer to the flow chart)
  - ✓ Once student work has been marked by the assessor the work must be passed to the internal verifier before the marks are given to the students.
  - ✓ The work should be marked by the Internal Verifier asap (or within a maximum two week framework)
  - ✓ Once the assessment decision has been agreed with the Internal Verifier the marks can be given to the students and recorded in Sims.
  - ✓ The students should still have opportunities to improve their work to improve the grading following feedback.
  
- Staff should be given an overview of dates for assessment and internal verification to enable this to take place.

This policy will be reviewed every 12 months by the Vice Principal Principal in consultation with the Principal and school Governors.