

# St Mary's High School Downpatrick



*'Every Child Matters'*

**Assessment Policy and Procedures**

**Date Reviewed September 2017**



**Aim**

- To ensure that assessment methodology is valid, reliable and does not advantage or disadvantage any group of students
- To ensure that all teachers delivering BTEC courses understand the assessment methodology
- To ensure that the assessment procedure is open, fair and meets national standards
- To ensure that there is accurate and detailed recording of assessment decisions

**In order to do this the teachers delivering BTEC programmes will:**

- ensure that students are provided with assignments that are fit for purpose to enable them to produce appropriate evidence for assessment
- produce a clear and accurate assessment plan at the start of the academic year
- provide resources to ensure the assessment can be completed accurately and appropriately
- provide clear, published dates for handout of assignments and deadlines for summative assessments
- assess the student's evidence using only the published assessment and grading criteria
- ensure that assessment decisions are impartial, valid and reliable
- develop assessment procedures that will minimise the opportunity for malpractice
- maintain accurate and detailed records of assessment decisions
- maintain a rigorous and robust internal verification procedure
- provide samples for standards verification as required by the awarding organisation
- monitor standards, verification reports and undertake any remedial action required
- share good assessment practice across BTEC programmes
- the class teacher will decide when the student is fully prepared to undertake the assessment. Once the students are working on assignments they will work independently to produce and prepare evidence for assessment
- before starting an assessment the class teacher will ensure that each student understands the following: assessment requirements, nature of evidence they need to produce and the importance of time management and meeting deadlines
- once the student begins work for the assessment the class teacher will not provide specific assessment feedback on the evidence produced by the student before it is submitted for assessment or confirm achievement of specific assessment criteria until the assessment stage
- only one submission will be allowed for each assignment. The assessor will formally record the assessment result and confirm the achievement of specific assessment criteria
- each student must submit an assignment for assessment which consists of evidence towards the targeted assessment criteria, a signed and dated declaration of authenticity with each assignment which confirms they have produced the evidence themselves, formally record and confirm the achievement of specific assessment criteria, complete a confirmation that the evidence they have submitted is the student's own work
- the class teacher/assessor will not provide feedback or guidance on how to improve the evidence to achieve higher grades

- it may be appropriate for the Lead Internal Verifier to authorise one opportunity for a student to resubmit evidence to meet assessment criteria targeted by an assignment
- the Lead Internal Verifier will only authorise a resubmission if all of the following conditions are met: the student has met initial deadlines set in the assignment, or has met an agreed deadline extension, the class teacher/assessor judges that the student will be able to provide evidence without further guidance, the class teacher/assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed and dated declaration of authenticity by the student
- if the student has not met the conditions listed above, the Lead Internal Verifier will not authorise a resubmission
- if the Lead Internal Verifier does authorise a resubmission, it must be recorded on the assessment form, given a deadline for resubmission within 10 working days of the student receiving the results of the assessment within term time and undertaken by the student without further guidance and in the same academic year as the original submission
- retakes of internally assessed units are therefore not available to students studying BTEC Firsts and Nationals on the NQF

### **Records**

Teachers must keep records of students' assessed work as per recommendations given by Pearson.

Records should be monitored and sampled by the Lead Internal Verifier and the Quality Nominee. Assessment and verification records should be stored securely by the teacher until final grades have been submitted and certification has been received by the school and handed out to the students.

Student grades should be kept in a secure location for three years after certification.