

# Assessment Policy

## Aim

- To ensure that assessment methodology 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.



Royal Russell School takes its responsibility for ensuring the quality and reliability of assessment very seriously not only for the integrity of the school and the qualifications it offers, but for the impact it has on its students' futures.

This policy relates to all BTEC Nationals offered at Royal Russell School, which involve learning and assessment that is different to traditional A-levels, particularly regarding the internal assessment of the courses. However, a number of external assessments are also marked by the exam board for the BTEC National courses.

Learners should be aware of the volume of work that needs to be generated on an on-going basis to complete assignments for BTEC Nationals. Submitting work to deadline is crucial for success on these courses.

In order to support students to achieve success in their BTEC National courses, Royal Russell School will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment.

Each unit will be comprised of a number of assignments. These assignments will break up the grading criteria for the unit into simplified sections, which will be easy to understand and ensure that students have the opportunity to achieve the grading criteria.

All internal assessments are designed by the assessor in the form of an assignment brief. All learners must be issued with the same assignment briefs to ensure equal opportunity on the course. Assignment briefs contain the following information:

- Programme level and title
- Unit and assignment titles
- Date assignment is set and submitted
- Name of assessor
- Grading criteria targeted
- Assignment scenario
- Tasks, which clearly explain what the learner has to do
- Evidence which should be submitted and how it will be assessed
- A declaration that the work submitted is the learners' own work

All school devised assessment materials must be internally and/or externally verified before being issued to students.

The purpose of assessment is to:

- ✓ Identify the positive achievements of each learner and what evidence has been provided towards criteria not achieved;
  - ✓ Identify learning and support needs for learners so that they can be provided;
  - ✓ Enable the Assessor to know how the quality of the learner's work relates to the standards of the exam board;
  - ✓ Inform the Assessor of the learners' understanding so that the course's delivery can be evaluated.
- Programme Leaders produce a clear and accurate assessment plan by 1<sup>st</sup> September.
  - Provide clear, published dates for handout of assignments and deadlines for assessment and re-submission (if appropriate) via Firefly and regular communication home.

Learners will be given a submission date for each assignment on the assignment brief and on Firefly. Learners will be expected to submit their assignments and completed front sheet by the deadline. Work should be submitted via learners' Sharepoint account. Assessors will mark assignments and provide feedback within 2 weeks of submission, which will enable learners to improve their work.

Learners must meet deadlines so that assessment is fair and consistent. Learners should not be given additional time to complete their assignments unless there are extenuating circumstances.

Learners who are unable to meet an assessment deadline will need to submit an Extenuating Circumstances Form to the Head of Upper School **at least 48 hours** in advance of the deadline alongside accompanying evidence, such as a Doctor's note. Failure to do so will result in the learner not being provided with a re-submission opportunity. It will also impact on feedback received and/or in the need to be issued with a new assignment brief.

- Assess learner's evidence using only the published assessment and grading criteria.

A summative unit grade is awarded after all opportunities for achievement are given. A learner must achieve all the assessment criteria for that grade. E.g. To achieve a Distinction, a learner must have satisfied all of the pass, merit and distinction criteria.

- Ensure that assessment decisions are impartial, valid and reliable.

The role of the assessor is to:

- ✓ Ensure that learners are fully briefed on assessment methods and procedures, including the Appeals and Malpractice Policies.
- ✓ Involve learners in the assessment planning process and agreement of the assessment deadlines.
- ✓ Provide feedback on which criteria has been achieved and what evidence has been provided towards criteria not achieved.
- ✓ Adhere to the exam board's assessment specification in the judgement of evidence towards a grade.
- ✓ Record outcomes of assessments in keeping with the exam board's expectations.

For students to resubmit evidence to meet assessment criteria targeted by an assignment, the resubmission must be authorised by the Lead Internal Verifier. Only one resubmission is possible per assignment, providing the learner has: met the initial and/or agreed deadlines; is able to provide improved evidence without further guidance; has submitted evidence that has been authenticated. Any resubmission evidence must be submitted within 15 working days of receipt of results of assessments.

If a student fails a pass criteria, a retake will be allowed. In exceptional circumstances, they may be able to retake the assessment at the discretion of the Lead Internal Verifier and with a new task or assignment.

- Not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for malpractice.

- All work will be marked within 5 working days
- IV will be completed within 5 additional working days
- Feedback given to students and resubmission deadline must be 15 working days
- Resubmission marked in 5 working days
- IV will be completed within 5 additional working days
- Attainment will be recorded on the tracker in an additional 5 working days.

- Maintain accurate and detailed records of assessment decisions and ensure BTEC National Course Trackers are shared with home as per the Royal Russell Assessment and Reporting Schedule.
- Maintain a robust and rigorous internal verification procedure (see Assessment Plans).
- Provide samples for standards verification/external examination as required by the awarding organisation.
- Monitor standards verification/external examination reports and undertake any remedial action required in regular department meetings.
- Share good assessment practice between all BTEC programme teams in termly BTEC Leadership Meetings.
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff through the organisation and running of appropriate CPD, which should be recorded on Royal Russell People.
- Provide resources to ensure that assessment can be performed accurately and appropriately.

This policy will be reviewed annually by the Quality Nominee.

#### Links

**BTEC Qualification Subject Pages** - <https://qualifications.pearson.com/en/subjects.html>: these provide guidance on assessment for each BTEC qualification.

**BTEC Centre Guide to Internal Verification**: Resources for supporting planning, quality assurance and delivery of BTEC programmes.

Signed: ....  .....

Date: 8.6.20

Quality Non