



THE THOMAS AVELING SCHOOL

BTEC

**– ENROLMENT GUIDELINES, ASSESSMENT,
INTERNAL VERIFICATION**

AND

APPEALS POLICY

2010/2011

Enrolment Guidelines

At The Thomas Aveling School all staff use the same enrolment guidelines when interviewing students for courses.

Providing consistent information and advice has ensured students undertake appropriate qualifications, and has led to improvements in retention and attainment.

Students are advised of courses on offer via the Option and Curriculum Booklets and an Options Open Evening. At this event students and parent/carers are urged to speak to course leaders regarding suitability to a course.

The guidelines are not static. Each year, they are reviewed and revised if necessary, for example if departments introduce new qualifications at different levels.

Matching students to programmes

Every student interviewed is given a course offer. Entry requirements and predicted grades are considered key to a realistic and accurate offer of a place and this is communicated to the applicant early in the process. Alternative courses are offered to applicants whose course choice does not match their predicted grades. Once students have their actual grades the course offer is reviewed.

Assessment policy — Key Aims

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. 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.
- Assess learner's evidence using only the published assessment and grading criteria.
- Ensure that assessment decisions are impartial, valid and reliable.
- Not limit or 'cap' 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.
- Annually provide samples for National Standards Sampling as required by the awarding body.
- Monitor 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.
- Every student will have at least one unit internally verified by the department lead IV

Internal Verification - Aims:

To ensure that internal verification is valid, reliable and covers all assessors and programme activity.

To ensure that the internal verification procedure is open, fair and free from bias.

To ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, the centre will:

- Ensure that all centre assessment instruments are verified as fit for purpose.
- Verify an appropriately structured sample of assessor work from all programmes, sites and teams, to ensure centre programmes conform to national standard requirements.
- Plan an annual internal verification schedule, linked to assignment plans.
- Define, maintain, and support effective internal verification roles.
- Ensure that identified staff will maintain secure records of all internal verification activity.
- Brief and train staff of the requirements for current internal verification procedures.
- Promote internal verification as a developmental process between staff.
- Provide standardised internal verification documentation
- Use the outcome of internal verification to enhance future assessment

BTEC Appeals -Aim:

To enable the learner to enquire, question or appeal against an assessment decision.

To attempt to reach agreement between the learner and the assessor at the earliest opportunity.

To standardise and record any appeal to ensure openness and fairness.

To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.

To protect the interests of all learners and the integrity of the qualification.

In order to do this, the centre will:

- Inform the learner at induction, of the Appeals Policy and procedure.
- Record, track and validate any appeal.
- Forward the appeal to the Quality Nominee when a learner considers that a decision continues to disadvantage her/him.
- Keep appeals records for inspection for a minimum of 18 months.
- Have a staged appeals procedure.
- Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.

Appeal Process

The policy, relating to Internal Assessment Decisions and Examination Results, is to help ensure that the school's appeals procedure contains the essential elements of transparency, right of hearing, independence in the hearing and a written record of outcomes.

The Deputy Headteacher is the nominated senior member of staff to manage appeals. The Examinations Officer will be responsible for disseminating information to all candidates and their carer/s about the appeals procedures and for informing the Headteacher about the existence and outcome of all such appeals.

Internal Assessments

- Appeals regarding coursework/internal assessments must be made in writing within two weeks of the Internal Verification Process for that unit following grade and feedback to the Quality Nominee.
- The teacher(s) concerned in making the assessment, which is the subject of the appeal, will see a copy of the appeal and in conjunction with their Head of Faculty or link Assistant Head Teacher, respond in writing. A copy will be sent to the candidate.
- If the candidate is not happy with the written response they have received, then they will be entitled to a personal hearing. Reasonable notice will be given of the hearing date and the candidate will have sight of all the relevant documents (eg. The marks given, the assessment made) to the case in advance of the hearing. Where a candidate is presenting their own case, they will be allowed to be accompanied by a (single) carer/friend. The teacher(s) and the candidate will have the opportunity to hear each others submission to the panel at the hearing.
- The Appeals Panel will comprise at least two individuals who had not previously dealt with the particular case, such as the Headteacher and a Governor.
- A written record of all appeals will be kept outlining the outcome of the appeal and reasons for that outcome. A copy will be sent to the candidate and, where appropriate, to the carer/s within a two week period following the hearing.
- The Awarding Body will be informed if there is any change to an internally assessed mark as a result of an appeal.

Examination Results

- Appeals regarding examination results should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal. All appeals must be received within 7 days of the publication of results to allow sufficient time for a fair hearing.

The school is aware of the need to resolve speedily any internal dispute or appeal against any internal assessment decision, since the Awarding Bodies cannot change the dates on which certificates are printed and issued. All appeals must be dealt with by the date set as the deadline for enquiries about results by the Examination Boards.

Appeals initiated by parents will attract a fee. The fee will be reimbursed to the parents, by the school, if the grade is improved.

This policy will be reviewed every 12 months by BTEC monitoring group.

November 2010