



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **BTEC ASSESSMENT POLICY**

Author:  
Name of Committee approved:  
Date ratified at Full Governors:  
Date to be reviewed:

John Gregg  
Full  
September 2019  
September 2020

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.

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 learners' 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.
- Internally verify a sample of assignments.
- Undertake OSCA qualifications, where 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.

Signed: Mr M Bellamy, Headteacher

Signed: Mr J Gregg, Quality Nominee

Signed: Mrs E Christian, Examinations Officer

This policy will be reviewed every 12 months by

**Mrs E Christian**  
**Examinations Officer**