

BTEC Specific Assessment Policy

Policy:	BTEC Specific Assessment Policy
Owner:	Sarah Judge
Approving Board:	Academy Committee
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Richard Barnes Academy

Assessment Policy

This policy operates in conjunction with the 'RBA Examinations Policy 2024/2025'

Aim:

- To ensure that assessment methodology is valid, reliable, authentic 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.
- Produce a clear and accurate assessment plan at the start of the programme/academic year.
- Provide clear, published dates for handout of assignments and deadlines for assessment.
- Assess learner'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 robust and rigorous 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 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.
- Ensure learners work is assessed, graded and feedback is provided in line with BTEC assessment guidelines.

This policy will be reviewed every 12 months by the Quality Nominee.