



BTEC Assessment & Verification Policy

BTEC Assessments

Blessed John Henry Newman is committed to ensuring that whenever its staff mark learners' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Learners' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Blessed John Henry Newman is committed to ensuring that work produced by learners is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking learners' work, internal moderation and standardisation will ensure consistency of marking.

1. Blessed John Henry Newman will ensure that learners are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Blessed John Henry Newman will inform learners that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Blessed John Henry Newman will, having received a request for copies of materials, promptly make them available to the learner.
4. Blessed John Henry Newman will provide learners with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. Blessed John Henry Newman will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the learner of the outcome, all before the awarding body's deadline.
7. Blessed John Henry Newman will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that learner and has no personal interest in the review.
8. Blessed John Henry Newman will instruct the reviewer to ensure that the learner's mark is consistent with the standard set by the centre.



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9. The learner will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

The timeline for the completion of this process will be dependent upon individual Assessment Plans submitted to the awarding body for the different programmes on offer to learners at the college. Learners will be informed of the submission dates at the start of each assessment and any subsequent re-submission dates if required.

Signed by Head of Centre: DATE: September 2020

Signed by Chair of Governors: DATE: September 2020

Signed by Examinations Officer: DATE: September 2020

Renewal Date: September 2021



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Awarded by Inspiring 140 as a Licensed Awarding Body for the national Quality in Careers Standard.