



# The Wellington Academy BTEC Assessment Policy

## Rationale

The rationale for this policy, is to ensure that assessment methodology is valid and reliable. As well as ensuring any learner and/or group of learners are disadvantaged or given an advantage. Moreover, to guarantee that the assessment procedure is open, fair and free from bias; and in line with national standards. Finally, to safeguard that there is accurate and detailed recording of assessment decisions.

In order to do this The Wellington Academy:

- Send authorised assignments to the BTEC assignment checking service when over or equal to 25% of an authorised assignment has been changed by an assessor.
- Produce a clear and accurate assessment plan by the start of the academic year.
- LIV's will send a copy of their assessment plans to the QN for checking by the last Friday of September.
- LIVs and or Assessors will provide clear, published dates for handout of assignments and deadlines for assessment. These will also be shared with learners before they start an assessment.
- LIVs and or Assessors will only utilise published assessment and grading criteria.
- HODs, LIVs and or Assessors will ensure that assessment decisions are impartial, valid and reliable.
- A conflict of interest must be highlighted by the assessor (family or friends of learner/s). In addition, the assessment processes outlined in this policy must be adhered to. The HOD and or LIV must also rigorously monitor the assessment process and assessed work.
- Assessors will not limit or cap learner achievement if it is submitted late.
- LIVs and or Assessors will develop assessment procedures that will minimise the opportunity for malpractice.
- Assessors and LIVs will ensure that an accurate and detailed record of assessment decisions are maintained. Decisions should be recorded on class and department tracking sheets within 24 hours internally verified work.

- HODS, LIVs and Assessors will maintain a robust and rigorous internal verification procedure.
- HODS, LIVs and Assessors will provide agreed samples for the QN, standards verification and/or external examination.
- QN, HODS, LIVs and Assessors will monitor standards and take any necessary remedial action.
- QN, HODS, LIVs and Assessors will share any good practice (such as methods of assessment or learner feedback) between the BTEC programme teams.
- The QN, HODS and LIVs will make certain that the Wellington Academy BTEC methodology and the role of the Assessor are understood by all BTEC staff.
- HODS, LIVs and Assessors will guarantee that resources are provided to ensure that assessment can be performed accurately and appropriately.
- QN and SLT lead will ensure that this policy is reviewed annually and any changes disseminated to all BTEC staff.

**This policy will be reviewed annually by the Quality  
Nominee and Examinations Officer**