



2022  
2023

Policy adopted: 1<sup>st</sup> September 2022

Last review date: 1<sup>st</sup> September 2022

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A white rectangular box containing a handwritten signature in black ink that reads "K. Phillips".

# BTEC ASSESSMENT & VERIFICATION POLICY



Saint John Henry  
**Newman Catholic College**

**LOVE** ONE ANOTHER

**FAITH** IN OUR COMMUNITY

**COURAGE** TO DO THE RIGHT THING

**VOCATION** TO MAKE A POSITIVE CONTRIBUTION

**SERVICE** TO LOVE YOUR NEIGHBOUR AS YOURSELF

**DIGNITY** TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**EXCELLENCE**

“We strive to have the courage to celebrate  
and live our Christian Faith,  
in love and service to all others,  
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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## BTEC Assessment & Verification Policy

Saint John Henry Newman Catholic College 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. Newman Catholic College 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. Newman Catholic College 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. Newman Catholic College 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. Newman Catholic College will, having received a request for copies of materials, promptly make them available to the learner.
4. Newman Catholic College 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. Newman Catholic College 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. Newman Catholic College 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. Newman Catholic College will instruct the reviewer to ensure that the learner's mark is consistent with the standard set by the centre.
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.

<b><u>Signed by Head of Centre:</u></b>		<b><u>Date:</u></b> 17.09.22
<b><u>Signed by Examinations Officer:</u></b>	T. Burison	<b><u>Date:</u></b> 17.09.22

*Renewal Date: September 2023*



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