



BTEC Policy

All Saints Catholic College

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Centre Name	All Saints Catholic College
Centre Number	33529
Date Policy first created	21/05/2019
Current policy approved by	Board of Governors
Current policy reviewed	Board of Governors
Date of next review	30/09/2024

Key Staff invoked in this policy

Role	Name
Head of Centre	Mrs N Gilligan
Senior Leaders	Mr C Cluitt, Mr A Jones, Mr D Bibby, Ms D Fox, Mrs J Preston
Exams Officer	Mrs A Ahmet
Quality Nominee	Alison Millington
Head of Department	Alison Millington

This policy is reviewed and updated annually to ensure that the exams at All Saints Catholic College are planned for and managed in accordance with the current requirements and regulations.

The Head of Centre is responsible for the proper conduct of the external assessments and ensuring everyone involved observes the JCQ Instructions for Conducting Examinations guidelines, and the instructions in Pearson Guide and the BTEC specifications.

Aims:

- To ensure that individual students are registered on the correct programme within agreed timescales.
- To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- To construct a secure, accurate and accessible audit trail to ensure that students' registration and certification claims can be tracked to the certificate which is issued for each student.
- To ensure that the centre adhere to JCQ requirements when conducting exams, including malpractice.

Abbreviations:

EO	Examination officer
QN	Quality nominee
LIV	Lead Internal Verifier
QAN	Qualification Number
HOC	Head of Centre
HOD	Head of Department

Centre requirements:

The Centre will provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term the Examinations Officer will send Head of Department set lists for checking with Programme Number and QAN. Head of Department to return with any amendments. Meeting held between Examinations Officer and Head of Department regarding checking of entries. (EO, QN, HOD)

The centre will:

- register each student within the awarding body requirements. The Examinations Officer will send an email to the Head of Department requesting BTEC Course details, Programme Number and QAN; (EO, LIV, QN)
- register students by SIMS EDI or on *Edexcelonline* by the deadline set by Edexcel. Confirmation will be printed and distributed to Heads of Department (EO)
- make each student aware of their registration status; (Subject Leader/LIV, EO)
- inform the awarding body of withdrawals, transfers or changes to students' details; (EO acting on information from Subject Leader/LIV, QN)
- inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students; (EO, LIV)

- ensure that certificate claims are timely and based solely on internally verified assessment records; (EO, QN, LIV)
- audit certificate claims made to the awarding body; (EO and QN)
- audit the certificates received from the awarding body to ensure accuracy and completeness; (EO)
- keep all records safely and securely for three years post certificate. (EO, QN, LIV)
- will make arrangements for the secure delivery of external assessments. External assessments for BTEC qualifications include examinations, set tasks and performance (EO,IV,QN)
- make sure that the exam procedures are followed in accordance with the JQC ICE booklet (HOC, EO, IV, QN)

Malpractice

Learners taking externally set tasks and performance tasks must not:

- submit work which is not their own
- lend work to other learners or allow other learners to copy their work
- allow other learners to have access to their own independently sourced material
- assist other learners to produce work
- use books, the internet or other sources without acknowledgement or attribution
- submit work that has been word processed by a third party without acknowledgement

Any form of malpractice will be investigated and reported immediately to the HOC, EO and the awarding body and the JCQ Suspected Malpractice Policies and Procedure guidelines must be followed.

Absence from an assessment

Learners may be absent from an externally set task or a performance task at the time the remainder of the cohort complete the task, the EO, HOD and QN must be informed as soon as possible. The affected learners may complete the task separately as long as they still complete the task within the specified window or by the published submission deadline as appropriate for the task.

Where learners are absent from a timetabled examination due to illness or other unforeseen circumstance the centre will apply for special consideration.

Illness during a task:

Learners who fall ill during a task assessment can return to complete the remaining time left on the task once recovered as long as this is within the specified window or by the submission deadline as appropriate for the task. If a learner is unable to attempt or complete a task within the specified window or by the submission deadline then they should be marked as absent and special consideration should be applied for. Special considerations will also be applied for if a learner should fall ill during a timetabled examination.

Paper-based/Written tests

Where a learner is completing paper-based or written tests within the centre, the learner and the centre will need to follow the general requirements for exams as outlined in the JCQ Instructions for Conducting Examinations booklet as well as following the centres own policies and procedures.

If malpractice is suspected it must be reported immediately to the HOC and the EO who will investigate and inform the awarding body, the JCQ Suspected Malpractice Policies and Procedure guidelines must be followed.

Definitions of Key processes in more depth

- **Registration:** registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by the deadline published by Edexcel.
- **Paper-based/written and onscreen tests:** For paper-based/written tests and onscreen tests, the centre and learners must observe exam conditions following the instructions in this document and the JCQ ICE document.
- **Non-supervised conditions:** Many of the set tasks include a period during which learners can conduct research, plan, prepare and develop their response to the task. During this period, learners follow the non-supervised conditions.
- **Supervised conditions:** In many cases the set tasks include a period during which learners write up the final version of their work ready for submission. During this period, learners follow the supervised conditions
- **Transfer:** learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted. Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated.
- **Withdrawal:** LIV/Teacher must let EO know when a learner leaves before completion, so that Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.
- **Certification Claims:** full qualification certification or credit certification is claimed via Edexcel Online or by paper Student Report Forms (SRFs). Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation by the July deadline. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.