



The Hurlingham Academy

The best in everyone™

Part of United Learning

BTEC POLICY

2016 - 2017

CENTRE NUMBER 10134

SUMMARY AND PURPOSE

This policy sets out the overarching structure of BTEC qualifications within The Hurlingham Academy and the roles and responsibilities of those involved in the delivery and administration of BTEC courses.

This policy should be considered in conjunction with all other relevant Examinations policies and guidance, including, but not limited to:

- Examinations Policy
- Exams Appeal Policy
- Internal Appeals Procedures
- Malpractice and Maladministration Policy
- Exams Booklet
- BTEC Teaching and Administration Hierarchy

Where this policy does not comply with JCQ Policies and Procedures, the JCQ Policies and Procedures will take precedence.

The purpose of this Policy is: -

- To ensure the planning and management of BTECs is conducted efficiently and in the best interests of the candidates.
- To ensure the operation of an efficient system with clear guidelines for all relevant staff. It is the responsibility of everyone involved to read, understand and implement this policy.

REGISTRATIONS AND CERTIFICATION

It is essential that learners are registered to the correct programme within agreed timescales and that learner certificates are claimed in timely manner. Both registrations and claiming certificates need to be fully auditable, securely stored and accurately maintained. In order to achieve this, The Hurlingham Academy will:

- Register each learner within the awarding body requirements.
- Edexcel online spreadsheets and SIMS MIS to check the accuracy of learner registrations.
- Inform the awarding body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safe and secure post certification for three years.

Certification Procedures

The following procedures are in place to ensure all work is standardised and evidence moderated to confirm the final grading for the award:

- A meeting held to moderate work and final grades. The Internal Verifier (IV) will keep unit grade tracking spreadsheets up to date.

- All assignments will be collated for moderation and final Internal Verification.
- A meeting will be held with the Quality Nominee (QN) to verify one pass, one merit and one distinction assignment with briefs. One marked assignment from each teacher with assignment brief will also be verified.
- QN will verify a random sample of students work before passing the signing off sheets with student final grade to the Examinations Officer.
- All final grades will be inputted into MIS by the Examinations Officer.
- The Examinations Officer will check hardcopy BTEC certificate details are accurate while collating students' subject results.
- Work will be stored in a secure room until post-appeals procedures have been completed.

Once marks have been certificated, the following will be stored for 3 academic years:

- Registration and certification documentation.
- IV unit grade tracking sheets (individual student and class).
- All feedback sheets.
- All unit and assignment briefs.
- Internal verification for assignments.
- IV documentation for assessment decisions.
- Procedures and minutes for final grades.

THE ROLES OF THOSE INVOLVED

Please see the BTEC Teaching and Administration Hierarchy document. The roles of each position is outlined below.

The Quality Nominee (QN)

The QN will ensure that BTEC programmes are managed effectively, and actively encourage and promote good practice.

They will liaise with the appropriate centre and Pearson staff to ensure that:

- All programmes are approved and registrations are accurate and up to date.
- All staff are aware of Pearson requirements.
- There is an accredited Lead Internal Verifier in place.
- Assessment and internal verification is effective.
- Standards Verification is completed successfully.
- Pearson's approval conditions and policy requirements are being implemented consistently and effectively.

The Examinations Officer

The Examinations Officer will:

- Be the main person involved with Quality Review and Development and will liaise directly with the Centre Quality Reviewer.
- Register learners by mid-October (for programmes starting in September) or within one month of enrolment (for other start times).
- Register learners for the correct programmes, checking that these are the specific titles and versions that learners are following.

- Check registrations carefully to ensure that all data is correct and follow correct procedures if amendments are required.
- For relevant programmes, give Pearson Online access to Lead IVs so that they can register on to the OSCA2 system. Ensure that the access granted is appropriate; that is, it should not normally include access to registration or certification of learners.

The Lead Internal Verifier

The Lead IV will:

- Register with Pearson through OSCA2 and confirm registration every year.
- Undertake induction training through booking on to an event (you'll only need to do this once).
- Complete the accreditation process: practice exercise and assessment exercise (normally only once every three years).
- Ensure that there is an assessment and verification plan which is fit for purpose and meets Pearson's requirements.
- Sign off the plan and check that it is being followed at suitable points.
- Undertake some internal verification and/or assessment for individual units within at least one of the programmes.
- Ensure that records of assessment and samples of learner work are being retained for use with Standards Verification if necessary. Plan to set aside examples of work that has been verified to different levels and grades.
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required.
- Make arrangements for handover to a deputy or replacement if unable to carry out the role.