



Quality Assurance Policy

Christ the King Catholic High School BTEC Quality Assurance Policy

Assignments

1. The assessor teaching the unit will produce an assignment(s), when planning each unit, ensuring awarding body criteria is met. The assignment must have a vocational scenario and the criteria must be displayed alongside the assignment task. It must be clear to the students how they can achieve all the grade boundaries. All assignments must have a standardised front cover sheet.
2. Support and training will be provided by Subject Leader and experienced assignment writers to new staff.
3. Each assignment brief will be internally verified by a BTEC Subject Leader.
4. Every assessor should have 2 assessed assignments internally verified where possible.

Assessment

1. During the assessment staff need to be vigilant to ensure that plagiarism is not an issue.
2. An assignment will be marked by the teacher of the unit according to specified criteria.
3. Subject specific assignments will be internally verified by a BTEC Subject Leader. A sample of 20% will be normal with up to 100% for staff new to teaching BTEC.
4. All BTEC Subject leaders should ensure that assessment plans and Internal Verification plans available and regularly monitored as stated in IV strategy.

Issues with Assignments and Assessments

1. Staff should follow all procedures as highlighted in the BTEC staff QA handbook.
2. All documentation should be completed and any actions should be followed up.
3. In the event of issues not being resolved the head of centre will need to be informed and will have to become involved.
4. Should a student disagree with an assessment decision then the appeals procedure will be implemented.

Student Handbook/Induction checklist

All students should have an induction onto the course in the first lesson. This is where you explain what the course entails, who is teaching, who to see regarding any issues etc. External Verifiers can request evidence that this has taken place at any time. By issuing a student handbook and asking students to sign an Induction checklist form you have all the evidence required.

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