



HELE'S SCHOOL EXAMINATIONS BTEC POLICY

BTEC External Assessment Policy 2017 – 2018

Provision

BTECs are currently provided in the following subjects at Hele's School:

- JDU29 – Level 3 National Award in Travel & Tourism (Year 12)
- JDU30 – Level 3 Subsidiary Diploma in Travel & Tourism (Year 13)
- TVT92 – Level 3 National Certificate in Applied Science (Year 12)
- TVT96 – Level 3 National Extended Certificate in Applied Science (Year 13)
- ZVT36 – Level 3 National Certificate in Health & Social Care (Year 12)
- ZVT37 – Level 3 National Extended Certificate in Health & Social Care (Year 13)
- ZVX63 – Level 1 / 2 Technical Award in Health & Social Care (Year 10/11)

Aim

- This policy ensures that staff, students and parents are aware of the external examination and various BTEC levels.
- This policy is to ensure the correct storage and administration of the external examinations.
- All matters relating to external examinations come under the jurisdiction of the Exams Officer and the Deputy Exams Officer. The Exams Officer is responsible to the SLT for exams.
- Teachers must ensure that the Exams Officer is aware of any new BTEC courses and they have been agreed by SLT before the course commences.

Procedures

- September: The Exams Office requests list of entrants from teaching staff. This information is entered using EDI or online and checked by a second member of staff.
- Any new courses must have approval before registrations can be made. Mark sheets/system printouts of registration entries are printed and entrants re-checked by teaching staff. The Exams Office will confirm when any external assessment exams will be sat and ensure the deadline is met for processing such entries.
- January: Any students registered in the current academic year who have left the course since September/October are removed in order to receive a refund.
- February onwards: Depending on the results date for any external exams taken in January, ensure receipt of results and action any re-sit entries if required.
- Easter: Deputy Exams Officer sends an entry file to Edexcel in order to receive results electronically.
- May/June: Teaching staff to arrange with the Exams Office the inputting of assessment grades. Deputy Exams Officer inputs the unit data and claims for certificates, which is checked by the Exams Officer prior to pressing the submit key. Exam certificates arrive – grades and spelling of names are checked carefully by Exams Office. Certificates are filed until all other certificates received and distributed in December.

Conduct of written examinations

- All exams will be stored securely.
- All exams will follow the instructions laid down by the appropriate exam board and will take place on the dates and times specified.
- All candidates are given written and verbal instructions on all matters relating to their conduct in external exams before they sit the exams.
- If a candidate is absent from an examination due to illness then evidence to validate the absence must be obtained by the candidate and given to the Exams Officer within 7 days of the absence.



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- If a student is feeling unwell on the day of the exam, special consideration may be applied for when the above is received.

Conduct of online testing

- All online examinations will follow the instructions laid down by the appropriate exam board and will take place on the dates and times specified.
- All candidates are given written and verbal instructions on all matters relating to their conduct in external exams before they sit the online exams.
- If a candidate is absent from an examination due to illness then evidence to validate the absence must be obtained by the candidate and given to the Exams Officer within 7 days of the absence.
- If a student is feeling unwell on the day of the exam, special consideration may be applied for when the above is received.
- Online exams will be completed in ICT rooms which have the required software and are set up to ensure malpractice cannot take place.
- Online exams will be held under exam conditions and students will be provided with access arrangements if applicable.

Conduct for externally assessed tasks

- All externally assessed tasks follow the instructions laid down by the appropriate exam board and will take place on the dates and times specified.
- All candidates are given written and verbal instructions on all matters relating to their conduct in external exams before they sit the externally assessed tasks.
- If a candidate is absent from an examination due to illness then evidence to validate the absence must be obtained by the candidate and given to the Exams Officer within 7 days of the absence.
- If a student is feeling unwell on the day of the exam, special consideration may be applied for when the above is received.
- Externally assessed tasks will be returned as defined by the board in the correct time scale.
- Externally assessed tasks have restricted access which will be controlled by the Exams Officer and a signature received on release.

Appeals procedure

- Any appeals relating to internal assessment decisions will follow the procedures outlined in the Appeals policy.

Policy to be reviewed annually

October 2017

Hele's School Policy No:		Person Group Responsible:	SLT/Exam Officer
Review Period	Biannual	Last review Date:	October 2017
Related documentation			