

## BTEC BLENDED LEARNING POLICY

Approved by	David Butterworth	Date	January 2025
Next review due by			January 2026

Centre Name	Weston Secondary School
Centre Number	58659

### Key staff involved in the policy

Head of Centre	David Butterworth
Senior leader(s)	Natalie Bungay Steve Smith Chris Collins Luke Wilson
Exams officer	Claire Harlow
Quality Nominee	Nicole Kaye

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### 1. Policy Aims

- To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
- To ensure that the assessment procedure is open, fair and free from bias and to national standards.
- To ensure that there is accurate and detailed recording of assessment decisions

#### In order to achieve this Weston Secondary School will:

- Ensure that learners are provided with the set assignments briefs that are set by Pearson's.
- Teaching staff, in consultation with the Quality Nominee will produce an assessment plan for each BTEC subject at the start of the academic year. This must detail when each component is to be submitted.

- Provide a clear timetable of when assessments will be sat and ensure that any specific rooming requirements are arranged. Dates of assessment must allow enough time for marking and internal verification to be completed to ensure that Pearson's deadlines are met.
- Assess learner's evidence using only the published assessment and grading criteria. This will be checked through the internal verification process and staff trained through standardisation meetings at the start of the academic year.
- Ensure that assessment practices meet the current BTEC assessment requirements and guidance. This will be achieved by the QN training all new BTEC staff in assessment, through standardisation meetings and through internal verification.
- Ensure that the assessment decisions are impartial, valid and reliable. This will be achieved by the QN training all new BTEC staff in assessment, through standardisation meetings and through internal verification.
- Develop assessment procedures that will minimise the opportunity for malpractice.
- Maintain accurate and detailed records of assessment decisions including evidence of internal verification for all internally assessed components.
- Maintain a robust and rigorous internal verification procedure.
- Provide samples for standards verification/external examination moderation taking note not to miss the exam board deadline dates.
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
- Provide resources to ensure that assessments can be performed accurately and appropriately.
- Ensure that teaching staff are able to adjust their timetables to allow for assessment supervision and marking.
- Maintain and store all assessment and internal verification records in accordance with Pearson Approval Centre Agreement.
- All coursework should be stored securely either in a locked cupboard or on the Weston network for at least 3 months post-certification.

Signed:	
Date:	