

ASSESSMENT POLICY

Grup Stucom - Esart is committed to ensuring that standards of assessment are consistent, transparent and in line with the requirements of our awarding bodies. The way learners' work is assessed must serve the stated learning objectives of the programmes we offer and facilitate the achievement and wider development of our learners.

Objectives:

- a) To assess learners' work with integrity by being consistent and transparent in our assessment judgements and processes so that the outcomes are fair, reliable and valid.
- b) To ensure that assessment standards and specifications are implemented fully (both in spirit and in letter), so that no risk is posed to the reputation of the awarding bodies or the qualifications we offer.
- c) To establish quality control and recording mechanisms for assignments and their assessment through a system of sampling, moderation, internal verification and cross-departmental co-ordination as appropriate to the requirements of the programmes we offer.
- d) To provide learner-centred approaches to assessment, which provide opportunities for learners to achieve at levels commensurate with the demands of their course.

The range of the assessment policy covers all BTEC courses offered within Grup Stucom - Esart but may well apply to other assignment-based courses should they become a part of the curriculum in future.

Internal Assessment is defined as the process where staff make judgements on evidence produced by learners against required criteria for the BTEC qualification. All Grup Stucom - Esart devised assessment materials must be internally verified before being issued to learners.

- a) Completed learner assignments will be assessed internally, be subject to internal verification, lead internal verification sampling and standards verification by the awarding body.
- b) Learners must be left in no doubt that any grade awarded will be subject to internal and/or external scrutiny, (moderation) and that ultimately the final decision rests with the awarding body.

c) The Assessor is responsible for ensuring that assessment processes are consistent and transparent, that evidence is valid, sufficient, authentic and that judgement of evidence is valid and reliable.

d) Learners will be given an interim deadline for each assignment. Following feedback a new deadline will be set after which the work is assessed and the outcome entered on the subject tracking document and the front criteria assessment sheet within the unit folder. The assessment decisions are then internally verified according to the procedure outlined below. There is a further opportunity to improve assignments before the final deadline.

e) All coursework must be handed in on the stated date.

The role of the Assessor is to:

- a) Set tasks which allow students to demonstrate what they know, understand and can do so that they have opportunities to achieve the highest possible grades on their BTEC courses.
- b) Ensure that learners are clear about the criteria they are expected to meet in their assignments and that they are fully briefed on the skills which need to be demonstrated in the coursework / portfolio components of a subject.
- c) Set interim deadlines for coursework and advise students on the appropriate amount of time to spend on the work, ensuring it is commensurate with the credit available.
- d) Mark and return drafts within two weeks of submission.
- e) Adhere to the Awarding Body's specification in the assessment of student assignments.
- f) Record outcomes of assessment using appropriate documentation. Outcomes will be held secure for three years, measured from the point of certification. Associated IV records should also be kept, to support and verify the decisions that were made for the cohort.
- g) Ensure each candidate signs to confirm that the work is their own and that it is endorsed by the teacher after marking the work. A completed original document must be securely attached to the work of each candidate and to that of each sample request.
- h) Provide accurate records of internally assessed coursework marks to the Exams Office in a timely manner via the VLE or e-mail for transfer to the awarding body.

Assessments plans, resubmission and retakes

Assessment plans contain the information regarding the deadline for submissions, resubmissions and retakes for the evidences that the students have to complete and submit . In the event of a justified cause that leads to the impossibility of the learner handing in the evidence on the planned date, the student will be granted **an extension** which will previously have been accepted by the Lead Internal Verifier.

If the assessor and the internal verifier agree that a certain student should be offered a **resubmission** based on the evidences submitted and the possibility of the student to improve his/her piece of work, the lead internal verified will have to agree on the decision and accept this offering. For the resubmission to take place, all the requirements of the submission should have been met and the piece of work should have been submitted within the deadline.

If the student still fails to meet the criteria when handing in the resubmission, then the assessor and the internal verifier will decide, together with the lead internal verifier, if offering the student the opportunity to **retake** this module is accepted. If this is the case, a new assignment brief will be provided, which is targeted at a Pass.

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Quality Nominee

