



St Robert of Newminster RC School and Sixth Form College

BTEC Quality Management Handbook

Introduction

Welcome to the BTEC Quality Management Handbook

This handbook has been produced by St Robert of Newminster RC School & Sixth Form College staff to support the teaching and assessment of BTEC Level 2 and 3 courses across the school.

It is designed to support Lead Internal Verifiers and their Assessors in the planning, delivery, recording and reporting of student achievement to ensure all deadlines are met and the quality standards expected by the exam board are achieved.

The appointed Quality Nominee within the school will work alongside all staff to support the delivery of all courses and will provide information and training where required to keep staff up to date with all new procedures and guidelines.

To ensure that the required standard is achieved, during 2015-16 a new monitoring system is to be introduced to support staff and ensure all deadlines are met.

This handbook is organised into the following sections:

- **Planning a new course**
- **Registering new BTEC students**
- **OSCAR Training**
- **Booking Online tests and External Assessments**
- **Internal Verification and Assessment**
- **Working with External Verifiers**
- **Entering unit grades for students**
- **Monitoring**
- **Professional Development**

Planning a New Course

Any new BTEC course must be sanctioned by the SLT in consultation with the Quality Nominee and Examinations office to ensure it provides an appropriate pathway for our students and it meets school expectations and performance requirements.

Once an appropriate course has been chosen/granted the following tasks need to be completed by the HOD/LIV/Assessors ready for first teaching.

- Assignments written and internally verified to ensure they meet the required standard. (The exam board provides a free assignment checking service and also provides exemplar assignments for some courses/units)
- Provide staff with appropriate time to prepare for the teaching and delivery of new units / topics.
- Produce a detailed Scheme of Work which carefully considers the teaching, planning and assessment of each unit of study.
- Produce a rigorous Assessment Plan at the beginning of each academic year, which provides details of all assessors and the intended internal verification schedule.
- Provide a brief overview of proposed External Assessments and Online Tests to the Quality Nominee and Examinations Officer. (including suggested dates)
- Organise the safe storage of student's work and provide training where necessary in the delivery / assessment of units of study.

Registering New BTEC Students

The LIV is responsible in ensuring that students are registered on the correct course and at the appropriate level. To ensure that this is done correctly the following procedure should be adopted.

- 1) The LIV asks all assessors to check that all class lists are correct during the first two weeks in September.
- 2) The Lead Internal Verifier (LIV) provides the Examination Officer (and the Quality Nominee) with a list of courses (and students) for their subject area, using the spreadsheet templates located in XSTAFF, any changes to class lists should be recorded on these forms.
- 3) The Examination Officer will enter students on the chosen course(s) then provide the LIV with a final list for checking.
- 4) A signed copy of completed entries will be stored by the examinations officer.

Please note: Any students who are to be withdrawn from a course once registered need to be sanctioned by the Curriculum Manager and the Head of Department. The Examinations Officer and the Quality Nominee need to be notified of any changes.

Also note: If students are to be 'topped up onto a different course in year 13, the examinations officer and quality nominee need to be notified of changes made.

Registration – NQF/RQF

All Lead Internal Verifiers need to ensure that they have completed the relevant training to become an accredited LIV. The following procedures should be adopted.

Level 2 and 3 BTEC (NQF/RQF) qualifications

Please note, if you are delivering Level 2 or 3 BTEC qualifications, Certification is released each year by successful completion of Standards Verification. In order to be recognised as a BTEC (NQF) LIV, they must register each year on OSCA and complete standardisation exercises.

All registrations will lapse at the end of each academic year. Depending on the status, please take the following action:

- If the LIV is a current LIV with accreditation which is due to expire, please ask them to re-register by 30th September and re-take the Standardisation exercise.
- The LIV MUST share the standardisation material with their team.
- If the LIV is a current LIV with accreditation which is still current, please ask them to re-register by 30th September. They should ensure they tick the checkbox on EDEXCELONLINE.
- If the LIV is currently not registered but plans to become a LIV this year, please ask them to register by 30th September and take the standardisation exercise.

Booking Online Tests and External Assessments

Most Units are taught in the classroom then assessed via centre produced and verified assignments, however a number of Level 2 units are now assessed via externally produced online tests and/or written assessments under examination conditions.

The LIV must ensure that students are entered for these externally assessed units by informing the Examinations Officer at key points during the school year.

ONLINE TESTS

These can happen at any time during the academic year, however it is important to consider carefully when to request these (via the Examinations Officer and Quality Nominee) to allow adequate ICT access, provide students with enough time to resit if required and to avoid conflict with other activities/events across the school.

***These tests should be included on assessment plans submitted to the Quality Nominee and External Verifier during the autumn term.

Tests are requested via email to the examinations officer and quality nominee using the request forms/spreadsheets located on XSTAFF.****

EXTERNAL ASSESSMENTS

There are normally two or three examination dates for each unit during each academic year. Requests for candidate entries should be made using the appropriate forms/spreadsheets on XSTAFF. Consideration should be made, to allow students the opportunity to resit if unsuccessful on their first attempt. ****

***These assessments should be included on assessment plans submitted to the Quality Nominee and External Verifier during the autumn term.

****Where students are entitled to special access arrangements these need to be highlighted to the examinations office when booking assessments.

Internal Verification and Assessment

To ensure each course meets the standards expected by the awarding body, all assignments must be internally verified before they are issued to students. **The Examinations Board offers a free assignment checking service, which uses subject specialists to check assignments meet the required standard. There are also a number of exemplar assignments available for use by centres.

To ensure that centres meet the required standard, internal verification of assessment decisions must also be carried out by centre staff. The following rules should be adopted.

- The LIV will appoint staff to act as internal verifiers to check that work has been assessed correctly.
- The LIV will decide on the number of student's work that needs to be internally verified. (This may depend on the experience of the member of staff and the size of the cohort)
- The LIV will record on the assessment plan at the beginning of the year which students will have their work internally verified, with clear dates / timing to ensure external deadlines are met.
- Over the duration of a programme, all units and all assessors should be internally verified to ensure they meet the required standard.
- The timing of internal verification should be carried out as soon as possible after the assessment of student work.

External Verification

During the course of the year some samples of work will be sent to someone outside of the school who will check the quality of work produced by the students meets the standard required and also that the quality of internal verification and assessment has been carried out in an accurate manner. This is known as External Verification and is again another quality check.

To ensure that the external verification process runs smoothly, it is important that:

- External verification takes place as soon as possible during the academic year.
- All work has been assessed and internally verified in line with the assessment plans completed in the Autumn term and sent to the Quality Nominee and External Verifier.
- Inform the Quality Nominee whenever issues occur, or when support is required to ensure the completion of this process.

Entering Final Unit Grades

At the end of the course (or when a unit has been completed) the LIV will be responsible for entering final grades for each candidate. To ensure the accuracy of this process the following procedure should be adopted.

- LIV requests final verified unit grades from assessors.
- LIV works alongside a colleague to enter final grades using EDEXCELONLINE.
- A printout/record of entered grades is sent to the examinations officer after a final check has been made to check their accuracy.
- All unit grades are entered by the date specified on the assessment calendar for that academic year. (normally the end of May for Year 11, 12 and 13 students.)

If candidates have completed their studies on a course, the LIV should ensure that certification is requested when entering unit grades.

Monitoring

To ensure that all courses meet the final deadline and standard required by the examination board. The following procedure will be adopted:

- The Quality Nominee will meet with all Lead internal Verifiers on a half termly basis.
- The LIV will be required to provide the Quality Nominee with an update of current student performance, assessment decisions, internal verification progress and Individual student progress/concerns.
- The Quality Nominee may request samples of assessments from across all BTEC subjects to ensure our school meets the standards required by the examination board.
- The Quality Nominee will meet with the curriculum manager to provide a progress update of all BTEC curriculum areas following these meetings.

The Quality Nominee will provide support and training where/when areas of improvement are required and will act as a point of contact with external verifiers if difficulties arise.

Professional Development

The Quality Nominee will attend all regional meeting, to ensure our centre is up to date with all current procedures and recommendations. He/she will organise termly meetings with all LIV's to share information and provide advice and support. The LIV's will be required to meet with their team of assessors on a half termly basis to share information and monitor progress across their subject area. Any requests for training/support should initially be discussed with the Quality Nominee, then formal requests made through the professional development coordinator.