

# BTEC Process and Appeals Procedures

## BTEC Process and Appeals

BTEC Process: If you have any queries in the first instance please contact your teacher.

### *The Schools Responsibility*

Schools are responsible for reporting on the achievement for all students. Most of your work is marked by your teacher, it is then internally verified (marking is checked) by an appointed verifier (another member of staff). The grades are then passed to the examinations officer who enters the grades into the school system.

All assessment for BTEC Nationals is criterion referenced, based on the achievement of specified learning outcomes. Each unit within the qualification has specified assessment and grading criteria which are to be used for grading purposes. A summative unit grade can be awarded at pass, merit or distinction:

- to achieve a 'pass' a learner must have satisfied all the pass assessment criteria
- to achieve a 'merit' a learner must additionally have satisfied all the merit grading criteria
- to achieve a 'distinction' a learner must additionally have satisfied all the distinction grading criteria.

Learners who complete the unit but who do not meet all the pass criteria are graded 'unclassified'.

You should be aware of the grades you receive for each unit and should have the opportunity to improve any pieces of work that may not be to the grade you have been working towards. Grades are then added together for each unit and you will be informed of your overall grade.

For learners completing programmes at the end of the academic year, if results reach Edexcel by 5 July, awards will be issued by 15 August unless there is an external verification certificate block or a query over the result. Certificates and results for success reported after 5 July may be issued after 15 August.

Learners may improve their grades in any unit up until the final grades are entered into the system within the validity of registration.

A learner who has achieved a BTEC nationally accredited qualification, and who wishes to upgrade the result, must first decline the grade awarded before units can be retaken.

## *Notice to Students from Exam Boards*

This notice has been produced on behalf of: AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC  
Information for candidates GCSE and Principal Learning: Controlled Assessments

This is a list of some things that you must and must not do when you are completing your work.

- Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.
- If there is anything that you do not understand, you must ask your teacher or lecturer.
- Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio, and on the internet. Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work. See Plagiarism
- If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you. If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.
- You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late. Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it.
- You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need. Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

## **Written Appeals Procedure**

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

Appeals may be made to Mascalls School regarding the procedures used in internal assessment, but not the actual marks or grades submitted by Mascalls for moderation by the Awarding Body.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer, Mrs C Rosie, as soon as possible to discuss the appeal, and a written appeal must be received by the School at least two weeks before the date of the last external exam in the subject.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Assistant Head teacher responsible for Assessment [Mr. Vennart] and the Examinations Officer [Mrs. Rosie]. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for Pupils:

“If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Officer, Mrs Rosie as soon as possible”.

## **Confidentiality within Learning**

As a learner you have the right for personal information to be kept confidential. You have the right to expect that personal information shared within the classroom, and that recorded within documentation for coursework, are treated with confidentiality and with respect. Learners are entitled to expect clear and transparent information and advice about the implications of disclosure and about their freedom to access and change what is held on record, as appropriate.

Confidential information may be disclosed in classroom situations, e.g. where learners are discussing personal issues in relation to the context of their learning, and as such have rights under the Data Protection Act 1998. This protects personal information from being used inappropriately.

The use of media for the purpose of assessment must be agreed with all those involved and only used for the purpose for which is intended. Further information can be accessed through the school E-safety Policy.

The Data Protection Act 1998 gives individuals the right to know what information is held about them. The school is registered with the data commissioner and upholds the eight principles of the act....

Personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individuals rights

## **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

- If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:
- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

The Awarding Body state that plagiarism is:

“The work which you submit for assessment must be your own”;

“You must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2011.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating