Administrative Support Guide

BTEC Level 3 Nationals in
Applied Law

Unit 3: Applying the Law (20170K)

This Admin Support Guide has been created for customers to keep, please note this document will not be updated each year. This ASG should be read in conjunction with the BTEC ICEA.

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Glossary of Terms

Definition of conditions

The level of control will depend on the individual external assessment, and you'll find arrangements specific to each one detailed in the relevant BTEC specification and sample assessment material.

Non-supervised conditions - Many of the set tasks include a period during which learners can conduct research, plan, prepare and develop their response to the task. During this period, learners follow the non-supervised conditions.

Supervised conditions - In many cases the set tasks include a period during which learners write up the final version of their work ready for submission. During this period, learners follow the supervised conditions

Levels of control

Each external assessment has a defined degree of control under which it must take place. Some external assessments may have more than one part and each part may have a different degree of control. We define degrees of control as follows.

High control - This is the completion of assessment in formal invigilated examination conditions.
Medium control - This is completion of assessment, usually over a longer period of time, which may include a period of controlled conditions. The controlled conditions may allow learners to access resources, prepared notes or the internet to help them complete the task.
Low control - These are activities completed without direct supervision. They may include research, preparation of materials and practice. The materials produced by learners under low control will not be directly assessed.
There is no requirement for BTEC examinations to be held in an exam hall. You can use a classroom setting as long as the room is appropriately set up. Please see the BTEC ICEA for further guidance.

Methods of dispatch

Secure web release – these documents will be made available Exams staff to on the date specified by Pearson in the timetable on the Pearson Website Secure Tests page.
Secure dispatch – these documents will be sent securely to the centre in the same way as an Exam Paper, ahead of the release date in the BTEC Timetable.

Timetabling

Set tasks and performance tasks will usually have either:

• timetabled period during which the task must be completed
• a deadline for submission of work.

You are free to decide when and how to complete the tasks within the particular parameters set for each relevant unit.
Where this document references centre-timetabled, this indicates you must schedule time for your learners within the Pearson timetabled window.
For pre-release materials which are released ahead of a Christmas break, Easter or half term, we have accommodated for this within the window. This will mean a January window and a Summer window might have different lengths of time depending on when they are released.

Summary of assessment conditions for BTEC external assessments

Control Type	Paper-based/ Written and onscreen tests	Set tasks and performance tasks	
	Exam Conditions	Supervised Conditions	Non-supervised Conditions
Authenticity	Learners complete all work under the direct supervision of an invigilator. Learners are within direct sight of the invigilator(s) throughout the assessment.	Learners complete work under direct supervision. Learners are within direct sight of the supervisor(s) throughout the assessment.	Learners do not need to be directly supervised at all times, but there is sufficient supervision to ensure that work submitted for assessment can be authenticated to confirm it is the learner's own.
Time	Learners have a limited amount of time in which to complete all work; the duration is specified by Pearson.		Learners may use as much time as they wish to work on the task up until the deadline for submission or start of the supervised conditions (depending on specific unit)
Resource	The use of resources is tightly prescribed, and if appropriate, restricted to material provided by Pearson (supplemented by preparatory notes if allowed). The centre must ensure that there is no access to internet (or mobile phones) or e-mail; display materials which might provide assistance are removed or covered.	Clearly specified in the task paper. The centre must ensure that learners only have access to materials and resources as defined in the task paper; display materials which might provide assistance are removed or covered.	The use of resources, including the internet or prepared notes, is not tightly prescribed.
Collaboration	Learners complete their work independently; there is no interaction with other learners.	Learners complete their work independently; there is no interaction with other learners.	Whilst interaction with other learners is not prohibited, the work that an individual learner submits for assessment must be their own.
Feedback	There must be no assistance of any description provided to the learner during the assessment.		General advice may be given unless BTEC specification or task instructions say otherwise.

Unit Information

This set-task is to be completed on a date or window set by Pearson. This date can be found in our BTEC timetable.
The table below shows information specific to this unit.

Part	Guidance	Level of Supervision and Control	How to access
A	Part A must be given to learners on the specified date, **two-weeks** before Part B is scheduled. Learners are advised to spend no more than **six hours** on Part A.	Unsupervised and low control	Web release
B	Part B should be undertaken by learners in a single session of **2 hours** on the date specified by Pearson.	Supervised and medium control	Secure dispatch

Before the assessment

You must ensure that:

• You have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
• You have understood the delivery of the assessment and read the JCQ 'Instructions for Conducting Examinations (ICE)' document and Pearson's 'Instructions for Conducting External Assessments (ICEA)' document.
• Materials received from Pearson are kept secure until the start of the assessment window.
• Centre staff must not discuss the details of the examination content with learners.
• Learners have been registered onto the correct course and entered for the correct assessment and series.
• Learners due to sit the assessment are made aware of the timetabled session for the supervised assessment and any prior preparatory work.

During the Assessment

Teachers should note that they are responsible for maintaining security and for reporting issues to Pearson. The invigilator (can be class teacher) must be present throughout the 2-hour supervised assessment period.

Learners must only have access to materials and resources as defined in the task paper.

Learners must **not** have access to email or internet during the supervised examination session (this includes mobile and other smart devices). Communication between learners during the completion of each examination part is **not allowed**. Assessment sittings must be arranged to minimise the possibility of learners colluding.

During supervised rest breaks, all learner work must be held securely by the teacher and no further work may be brought into each session.

Preparatory work (Part A)

This is a task-based assessment with time given for research. Learners will be assessed on their ability to evaluate the information and how the law of homicide, police powers, property offences and relevant general defences would apply to the given situations.
Prior to the assessment it is advised that learners work through the SAMs and any previous Set Tasks to understand the requirements of the task. It is also advised that they practice this under timed conditions that mirror the conditions under which they will take the actual assessment.

Part A must be given to learners on the date specified by Pearson so that learners can prepare in the way specified. Centres must advise learners of the timetabled sessions during which they can carry out the research. It is expected that scheduled lessons or other timetable slots will be used for some or all this work. Research is expected to be carried out over six hours.

The Part A pre-release preparatory window can be divided into sessions according to the needs of learners. Learners are advised to spend up to 6 hours on this activity, which does not have to be restricted to supervised conditions. Learners are allowed to use the internet for their research if needed. **Learners can access the internet during the preparatory research only.**

Centres are responsible for putting in place checks to ensure that notes produced by learners comply with the guidelines for the content of the Part A notes and that no other material is introduced to the Part B supervised session.

Learners are required to complete the preparatory research stage (Part A) before completing the assessed activities (Part B). Learners can prepare a maximum of **two** sides of A4 (minimum font size 12 if typed) individually prepared notes on their research. You are **not**

required to submit the research notes from Part A to Pearson. These research notes must be kept secure once the supervised assessment has begun.

Part A must be completed in the two-week window before the supervised 2 hour session for Part B is begun. Teachers must not give any support to the notes and all work must be completed **independently** by the learner.

Supervised Assessment (Part B)

Learners must complete the task on a computer. A computer must be made available to each learner for the assessment sessions on a 1:1 basis. Centres must ensure that the learners do not have access to the internet or other resources during the assessment period. Additional guidance found in the 'Maintaining security' section of the Part B booklet must be followed.

Part B should be undertaken in a single session of 2 hours, under supervision on the date specified by Pearson. The session takes place after the two-week window for Part A.

Learners can use individually prepared research notes (Part A) to support the assessment (Part B). Learners may only take up to two A4 sides of notes into the assessment (Part B). They are not allowed to take in the Part A booklet. These research notes must be kept secure once the assessment has begun. Centres are allowed to print off copies of the examination paper for learners to use within each session.

For both activities learners must use a minimum 12 point Arial font. The following details must be included in either the header and/or footer on every page that is submitted:

- Centre number
- Learner number
- Learner name
- Page number

Please only submit work produced from Part B to Pearson and keep the notes from Part A under secure conditions in the centre. We may require the notes at a later date and will contact the centre. Any unwanted documents produced during any session should be collected and stored under secure conditions until the end of the examination window, at which time they should be destroyed.

After the Assessment

You must ensure that a learner's work is submitted to Pearson for marking in the format in which the learner completed it. A learner's work cannot be amended or changed by anyone once the Assessment has been completed.

Submission of work

Methods for returning the work to Pearson can be found on our submitting set-task work webpage
Centres do not need to complete a paper copy of the attendance register for their learners.

Work must be submitted to Pearson for marking on the submission deadline as stated in the Pearson Timetable for the relevant series.

Authentication Forms

An authentication form is required for every learner completing the Assessment and **must be retained in centre until results have been issued**.

The authentication form can be found on our submitting set-task work webpage, previously published versions of the form are also acceptable.