



Pearson

Roles & Responsibilities of the Assessor

Pearson Vocational Quality
Assurance Manager Team





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BTEC Roles and Responsibilities

Head of Centre	Must Sign Terms and Conditions - assurance of overall compliance. Any changes must be notified in writing. Helpful to identify this role in Edexcel Online.
Quality Nominee	Our main point of contact for quality assurance - not just an administration job. Responsible for ensuring effective management of BTEC programmes. Expected to actively promote good practice within your centre.
Exams Officer	Our point of contact for administration at your centre. Key duties - accurate learner registration, exam entries and certification. Maintenance and control of centre Edexcel Online staff records.
Lead Internal Verifier	HIGHLY important role; ensuring compliance with all quality assurance processes for subject area e.g. submission and resubmission, assessments, internal and external verification.

Role of the Assessor

Assessor

The cornerstone of BTEC Delivery

- To deliver/teach the given BTEC specification so that learners can successfully provide evidence of the acquired knowledge and its application in a vocational setting
- To assess learners fairly and accurately against the specified learning aims and assessment criteria, following the rules of internal assessment, to meet National Standards

Responsibilities

Standardisation

Assignment writing

Assessment Plans

Use the [BTEC Centre Guide for Internal Assessment](#) for more ideas of how to effectively design and plan your delivery.

Responsibilities

Learner induction

Assessment feedback

Standards Verification

Contribute to programme review, evaluation, planning

Internal Assessment Rules

How long can learners have for a resubmission?

What's the difference between a resubmission and a retake?

Try the quiz, available with the materials attached to this video, to confirm your understanding of the rules around internal assessment. The answers are also attached to check your responses.

Sources of Support and Information



Useful links...time savers

We strongly recommend that you not only bookmark the links below but also have them uploaded to a central BTEC hub for your centre so all staff have easy access

[BTEC Assessment and Verification Tools](#) (Pearson paperwork)

[The Home of Quality Assurance](#)

[Edexcel Online](#)

[BTEC Grade Calculator](#) (Firsts and Nationals)

[BTEC Work Based Learning support](#)

[BTEC Centre Guide to Internal Assessment](#)

[BTEC Centre Guide to Standards Verification](#)

[BTEC Centre Guide to Writing Assignments](#)

Pearson Quality Advisor Team

Supporting BTEC Staff with all things quality assurance related

Quality Nominees

The home of Quality Assurance

Here you will find everything you need to know about Vocational Quality Assurance across BTEC, Work-based Learning, Higher Nationals and Functional Skills.

Our web pages are designed to give you access to more content and link specifically to each quality assurance model. **Select the model below:**



BTEC
(Tech Awards, L2 and L3)



Work-based Learning
(inc. BTEC Entry and L1)



Higher Nationals



Functional Skills

The Home of Quality Assurance

Most popular

[▶ Exams administration](#)

[▶ BTEC Assessment and IV templates](#)

Need help?

Get in touch with your Pearson Quality Advisor.

[▶ Contact us](#)

Quality updates

Receive our monthly updates on quality assurance.

[▶ Subscribe](#)

Video guides

Our YouTube channel is regularly updated with the latest videos.

[Chat with an Expert](#)

Please Note: **Chat with an Expert** – quick link to make direct contact with our team



HOW TO CONTACT SUPPORT TEAMS IN PEARSON:

The [Pearson Support Portal](#) can be accessed [here](#).

Need help?
Get in touch with your Pearson Quality Advisor.

[Contact us](#)

Service Update
Sign in errors! Contact Us page not loading?
If you experience errors when trying to sign in to the portal, please ensure that you have cleared the cookies and cache in your browser and then retry. If you still experience errors, please try a different browser.

When submitting queries if the built-in form does not load on the page entirely, please ensure that you have cleared the cookies and cache in your browser and then retry, alternatively please use a new Incognito or InPrivate window.
[How to clear browser cookies and cache](#)

Tell us about your issue

***What kind of customer are you?**
Teachers & Department Heads

Centre Number
[Input field]

***Issue Type**
Administration, Delivery & Assessment of Qualifications

***Category Type**
Internal Assessment

***Subcategory Type**
Content Clarification

***Qualification**
BTEC Nationals

***Qualification Subject**
Select Qualification Subject

Tell us about your issue

***What kind of customer are you?**
Teachers & Department Heads
Administrators (WBL)
Assessor/Internal verifier (WBL)
Exams Officers
Pearson Associate
Quality Nominees
Students & Parents
Teachers & Department Heads
Technical support staff

***Category Type**

Articles just for you

Coursework: Moderator Details
Explains how to find moderator details for the return of coursework to Pearson.
1459 views · Last updated 18 de novembre de 2019

Coursework: Forms & Administration
Demonstrates how to locate subject administration forms.
790 views · Last updated 25 de junio de 2020

Teacher Subject And Support Pages



Thank you