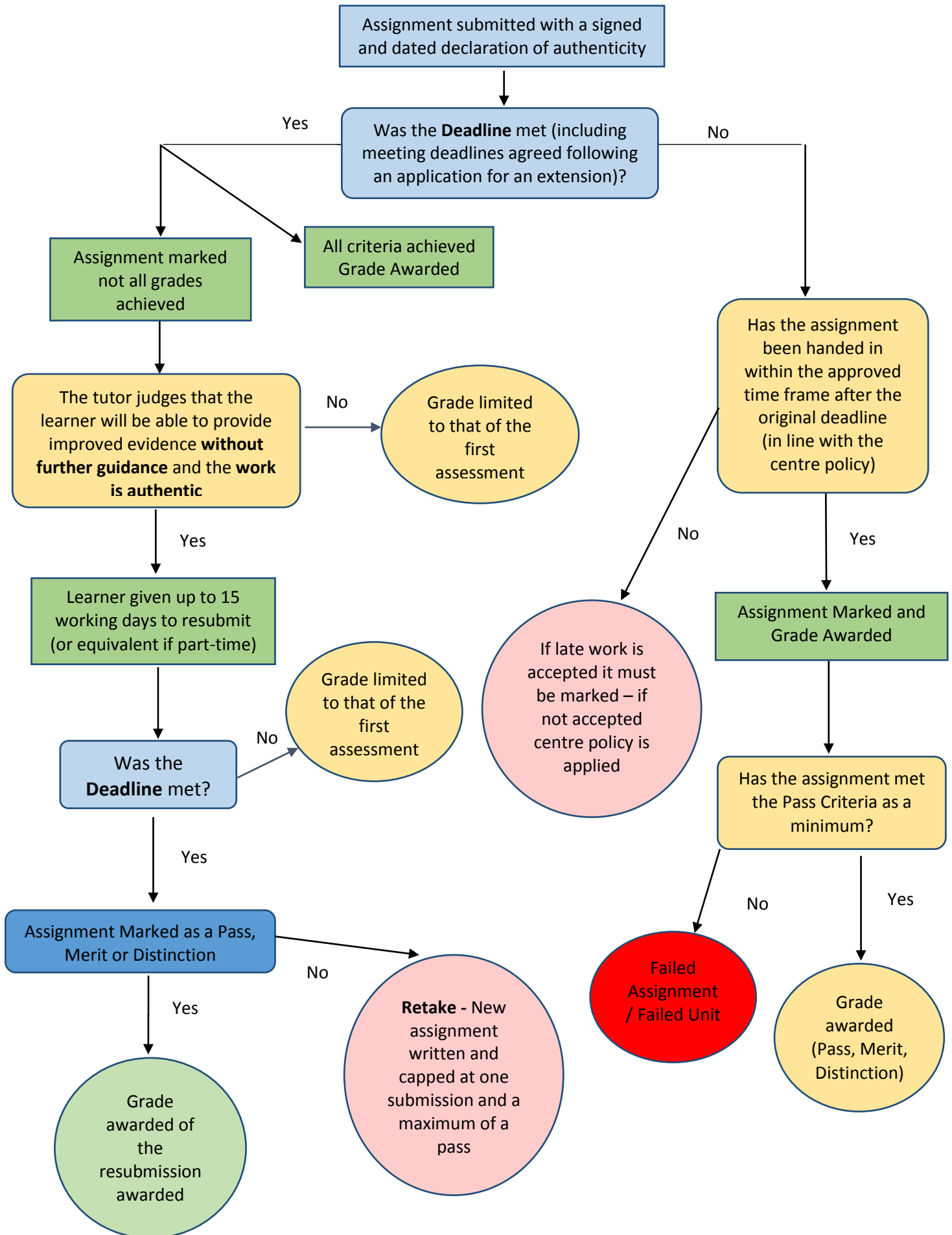


## BTEC Assessment Submission Process (Level 1 – 3 excluding NQF Level 1/2 Firsts)



## **BTEC Assessment Submission Process (Level 1 – 3 excluding NQF Level 1/2 Firsts)**

### **Frequently Asked Questions**

#### **Can I ask for help on the assignment from my tutor?**

Once the assignment has been issued your tutor will not be able to give you any advice on whether you are working towards a specific grade, or provide formal feedback on the work you prepare until it is completed. You must work independently to produce and prepare evidence for your assignment.

#### **What happens if I am ill before the deadline for an assessment?**

Assignments must be handed in by their deadline. If you know that you will not meet the deadline and you have a justifiable reason for this (this may need to be submitted in writing); your tutor will be able to assist you on which form you need to complete. If this is approved your deadline will be different to everyone else in your class, but you must still meet the deadline agreed with your tutor.

#### **What happens if I don't hand my work in by the deadline?**

You must comply with the deadlines or risk failing your whole unit. By not handing in work on time you will not be eligible for a resubmission if you don't achieve any of the grading criteria. If you do not meet the pass criteria on this submission you will not achieve the assignment and the unit.

#### **I have finished my work by the assessment deadline, what happens next?**

You have to submit your work to your tutor with a signed and dated declaration of authenticity, which will confirm that the evidence has been produced by you. [Remember, there are electronic tools that can be used to detect if assignments that might be available online have been used. The tools can also detect if anyone has plagiarised text without making appropriate reference to the original author].

#### **I have submitted my assignment by the deadline. Will I be given the opportunity improve on my grade?**

Your tutor will mark your assignment and if they believe that you are capable of achieving a higher grade will ask permission from the Lead Internal Verifier to offer you the opportunity to resubmit. This opportunity is only offered once and there is no guarantee that this offer will be made. Make sure you attempt all of the criterion in order to gain the highest grade with your original submission as this might be your only opportunity to do so.

#### **Will my tutor provide me with help on how to improve my grade?**

No. If you have been given the opportunity to resubmit your work in order for you to improve on the original grade, the tutor will only provide you feedback on what you have submitted. You need to read this feedback and see what you might have missed or areas where you haven't analysed or evaluated. Use this information from your tutor to think how you might improve the original assignment.