

# BTEC assessment planning activity – answers

As the quality nominee, you are auditing your BTEC Sport team's assessment plan.

BTEC Assessment Plan										
Programme title	BTEC Level 3 Sport									
Unit number and title*	Assignment title	Targeted learning aims/s or assessment criteria	Internal verification of assignment brief date	Assignment hand-out date (or start of external assessment delivery)	Assignment hand-in date (or external assessment date)	Internal verification of assessment decisions date	Planned resubmission date***	Internal verification of resubmission date	Assessor name	Internal verifier name
Year 1										
1 Anatomy and Physiology	External assessment	AO1 AO2 AO3 AO4 AO5			13.05.26	Internal verification has been end loaded. IV must be timely and take place shortly after each assignment hand in. Up to 15 working days is allowed for a resub, depending on the demands of the assignment and must be in term time			A.Clark	N/A
3 Professional Development in the Sports Industry	Careers in Sport	3/A P1, P2, M1, 3/B P3, P4, M2	04.09.25	08.09.25	19.12.25	06.03.26	27.03.26	02.04.26	A. Clark	P. Howard
3 Professional Development in the Sports Industry	in the Sports Industry	3/D P7, M5, CD.D2, D3	06.01.26	05.01.26	23.02.26	06.03.26	27.03.26	02.04.26	A. Clark	P. Howard
Year 2										
2 Fitness Training and Programming for Health, Sport and Well-being	External assessment (synoptic)					External assessment details not provided - e.g. date when teaching commences, learning aims, delivery staff and the external assessment date				
5 Applications of Fitness Testing	Investigating and implementing fitness testing practices and fitness profiling	LAA-C	Planned 01.12.26	18.01.27	W/C 01.03.27	19.03.27	within 15 days	TBC depending on resub hand in date	TBC	TBC
Lead internal verifier signature **			Provide LIV signature			Avoid W/C, TBC, within periods. Provide actual date			Date	01.09.25

\* When planning the units for delivery, it is important to check the **rule of combination** will be met for the qualification. Towards the front of each programme's specification, you will find a table listing the number and combination of units required for the size of the qualification. Ensure you have considered what is classed as an eligible combination.

\*\* Electronic signatures are acceptable on all assessment and internal verification documentation if there is an audit trail to support its authenticity. This can be a scanned or a typed name on the document. Please see the centre guide to internal verification for further details.

\*\*\* Lead internal verifier must authorise any resubmissions. The student must have met the initial deadline (or an agreed extension deadline) and authenticated their work. The resubmission date must be within 15 working days of the student receiving the results of assessment which must be within a timely period of the assessment taking place.

## **What feedback (positive or areas for improvement) would you provide to staff on the following areas?**

### **1. Assignment issue dates**

- For unit 3, there is no time scheduled for teaching and learning. Make sure there is sufficient time for the teaching and learning phase before issuing the assignment brief to students and between assignments.

### **2. Planning and spread of units/assignments across the duration of the programme**

- The assessment plan covers the duration of the programme; year 1 and 2 dates have been planned in most places. This is a working document and should be version controlled to show amended dates, unit order, assessors/internal verifiers etc, as changes may naturally be necessary.
- It is good practice to include the externally assessed units in the assessment plan. This can include when the unit delivery will commence, who will be delivering the content and what exam series the assessment will be taken in/exact date if known. Some details are missing in this example.
- Resubmission periods are within the 15 days permitted. The duration reflects the demands of the assignment, and the dates provided follow BTEC assessment rules – the period must not cover a holiday period and the resubmission must take place during the same academic year as the first submission.
- The dates indicate students are receiving feedback after the internal verification of the first submission. The (up to) 15 working days start from the date the feedback is received.
- Unit 2 is a synoptic external assessment. The assessment plan does not indicate when students will sit this assessment.

### **3. Internal verification dates**

- Unit 3, assignment 2 – the assignment brief has not been internally verified before issuing to students. IV of the assignment brief should happen in a timely manner, so potential errors can be identified, and remedial action completed before issue to students. This can be at the start of the academic year or prior to each assignment.
- The internal verification of assessment decisions for unit 3 has been end loaded. IV should be carried out shortly after marking each assignment to allow students to complete the resubmission as soon as possible so they are not disadvantaged

(e.g., so the unit content is fresh in their mind). By leaving the internal verification and resubmission until the end of the unit, this also increases the workload of the assessor and student.

- Early IV will ensure all assessments are fair and valid.
- There should be no need for TBC, 15 working days or W/C to be provided as planning should have the full programme mapped. If changes are required at a later date, the plan can be version controlled.

#### 4. Being able to meet standards verification deadlines

- One assessor is delivering both units in year 1 of the programme, the planning is sufficient to ensure the standards verifier will be able to sample a complete unit before the May sampling deadline.
- If two assessors are timetabled, it would be possible to deliver two units parallel/long and thin, over the whole year, however you should consider the additional student workload and the fact that a unit will not be available for sampling by May.

#### 5. Are roles identified correctly?

- There is no indication of who the lead internal verifier is, nor the assessor and IV for the units planned during year 2 of the programme.
- The lead internal verifier must sign the assessment plan to confirm it is fit for purpose. This can be a scanned signature or typed name.

#### Any other feedback?

- The full title of the programme has not been provided.
- Assessment plans are a way to double check the correct combination of units are chosen. In this case, the rule of combination has been met.
- Are all grading criteria listed? No, unit 5 – only the learning aims have been identified.

An exemplar assessment plan is provided on the following page, showing correction of the errors identified above.

# BTEC Assessment Plan



Programme title	BTEC Level 3 Extended Certificate in Sport <small>Full programme details</small>									
Unit number and title*	Assignment title	Targeted learning aims/s or assessment criteria	Internal verification of assignment brief date	Assignment hand-out date (or start of external assessment delivery)	Assignment hand-in date (or external assessment date)	Internal verification of assessment decisions date	Planned resubmission date***	Internal verification of resubmission date	Assessor name	Internal verifier name
Year 1										
1 Anatomy and Physiology	External assessment	AO1 AO2 AO3 AO4 AO5	N/A	Start delivery Sept 25	13.05.26	N/A		N/A	A.Clark	N/A
3 Professional Development in the Sports Industry	Careers in Sport	3/A P1, P2, M1, 3/B P3, P4, M2, M3, AB.D1	IV of assignment brief before hand out to students 04.09.25	06.10.25	10.11.25	21.11.25	12.12.25	19.12.25	A. Clark	P. Howard
3 Professional Development in the Sports Industry	Applying for a job in the Sports Industry	3/C P5, P6, M4, 3/D P7, M5, CD.D2, D3	04.09.25	26.01.26	23.02.26	06.03.26	27.03.26	02.04.26	A. Clark	P. Howard
Year 2										
2 Fitness Training and Programming for Health, Sport and Well-being	External assessment (synoptic)	AO1 AO2 AO3 AO4 AO5	N/A	Start delivery May 26	TBC January 27	N/A		N/A	P. Howard	N/A
5 Applications of Fitness Testing	Investigating and implementing fitness testing practices and fitness profiling	5/A P1, P2, M1 5/B P3, P4, P5, M2, M3, M4 AB.D1 5/C P6, M5, D2, D3	Planned 01.12.26 (Unit content taught parallel from May 26 as unit 2 is synoptic)	18.01.27	05.03.27	19.03.27	30.04.27	10.05.27	P. Howard	A. Clark
Lead internal verifier signature **			Mr P Howard					Date	Updated 10.07.26	

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