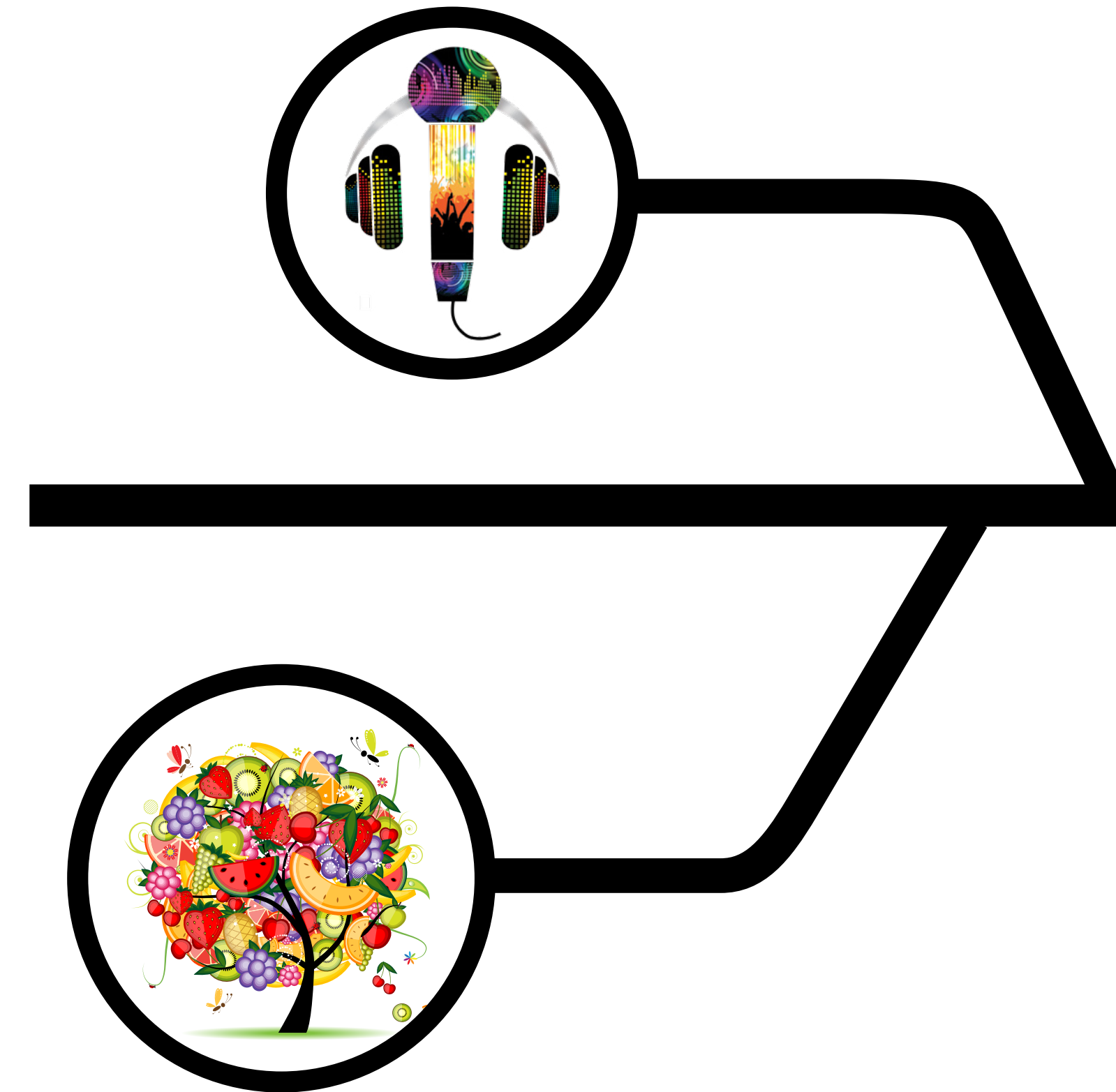


Quick Guide to internal assessment for BTEC Nationals

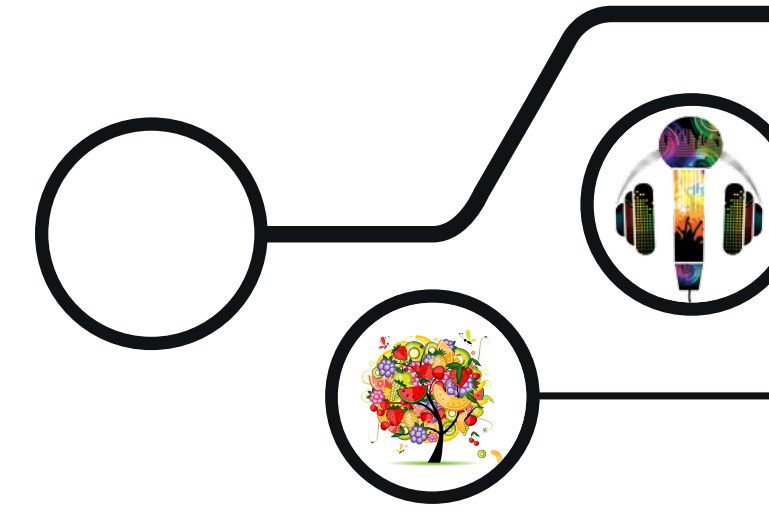
Setting assignments and giving feedback for **BTEC Nationals (2010, 2016 & 2017)**

Helping teachers and tutors with:

- Setting assignments
- Submitting evidence
- Giving feedback



What's in this Guide?



Great teaching and high quality assessment are at the heart of every BTEC Nationals course – and we're here to help you understand the standard and assess with confidence.

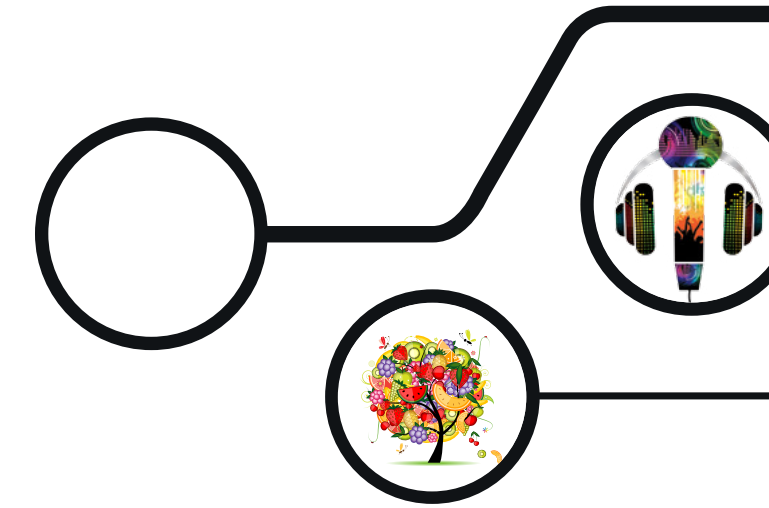
Here's a simple summary of your most frequently asked questions – **choose where you want to go next:**



Choose where you want to go to

You're here

Preparing
students
for internal
assessment



Feedback during teaching and learning - you decide

Using your own judgement, you decide what feedback and support your learners need to understand the content and develop the skills and behaviours to succeed on their course.

So what type of feedback can I give learners?

While you are preparing your learners to take an internal assessment (assignment), your feedback could focus on:

- **identifying** areas for stretch and challenge
- **explaining** what learners need to do to achieve a Pass, Merit or Distinction
- **setting** 'dry run' or 'mock' tasks and scenarios to help learners prepare for assessment
- **giving feedback** on what learners could have done to achieve a higher grade.



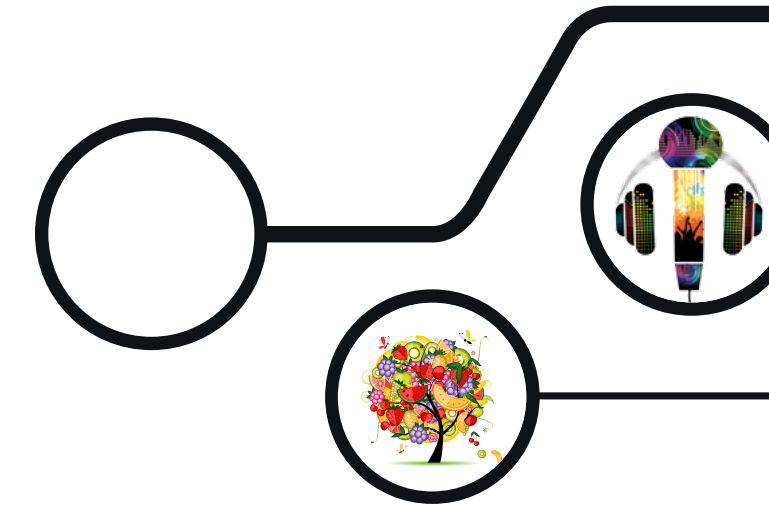
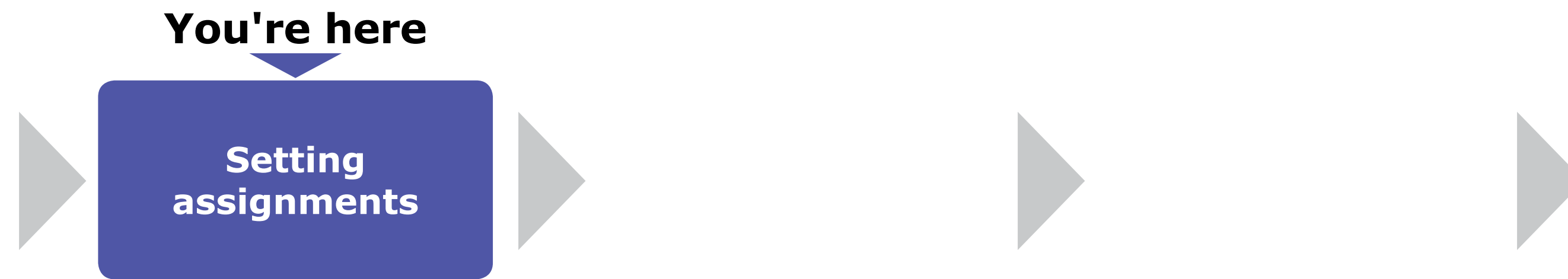
Reminder

The internal assessment rules about feedback **only apply during assessment.**

This means they do not cover:

- **formative feedback during teaching and learning**
- **feedback given once the assessment is finished** and no more submissions are available.

Choose where you want to go to



I've set an internal assessment and given my learners a deadline to complete and submit their evidence - what next?

Your learners must now work independently, although you can continue to give general feedback and support, particularly around the development of knowledge, understanding and skills. For example, you can:

Guide

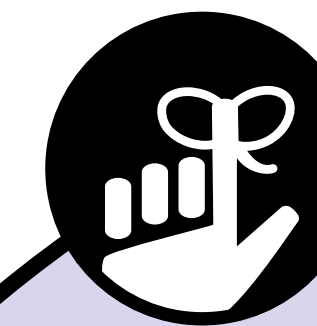
- Give guidance on how to approach the **knowledge and skills** requirements.
- Give guidance on appropriate **behaviour and approach, confirmation of deadlines** etc.

Confirm

- Confirm which **criteria** the assessor is targeting and clarify what the Assignment Brief requires.

Supervise

- **Supervise your learners** if they are undertaking any assignment work in class.

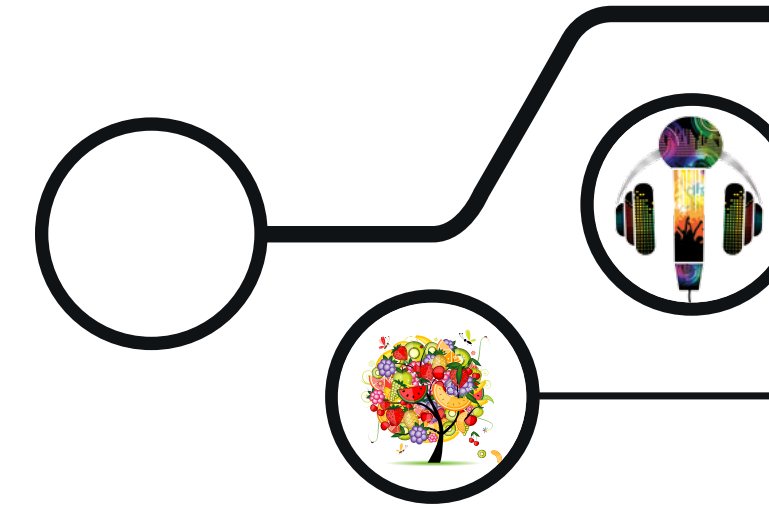
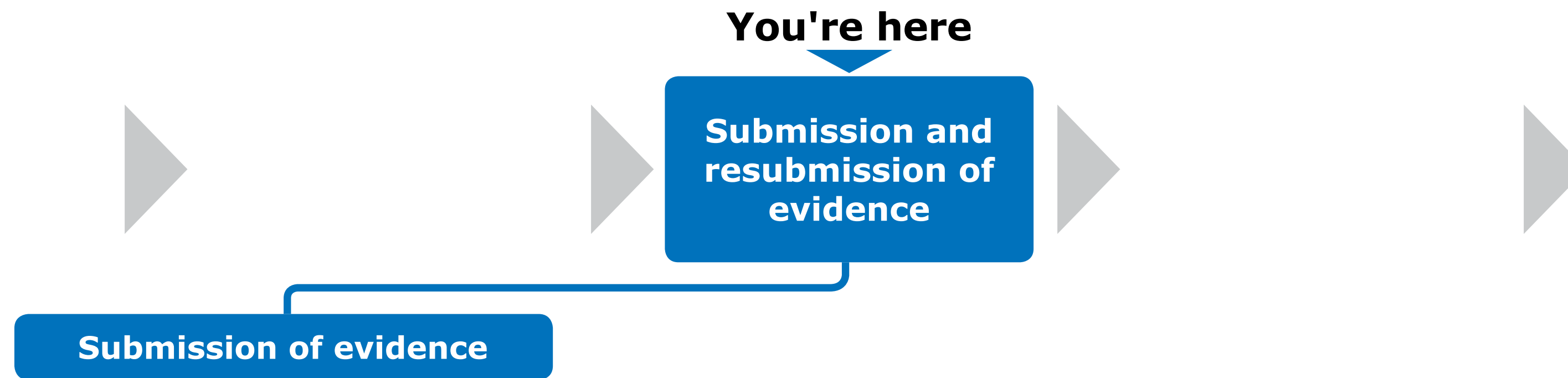


Reminder

During formal assessment (before your learners submit their evidence), you should avoid:

- **providing specific feedback** on whether the learner's evidence meets the assessment criteria
- **confirming** whether they have achieved specific assessment criteria or grades.

Choose where you want to go to



What should happen when my learners submit their evidence?

Your learners are allowed one submission of their evidence for each assessment, and they may also be eligible for one resubmission and one retake.

When your learners formally submit their evidence, the assessor should:

Record

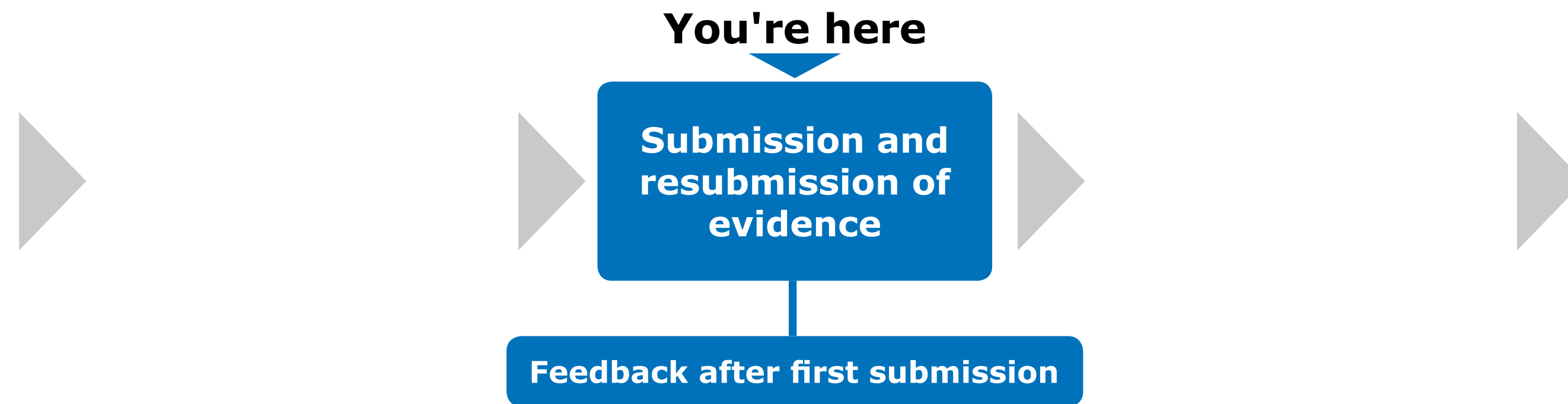
- Record the assessment result and confirm achievement against specific assessment criteria.
- Confirm the evidence submitted is authentically the learner's own work (they need to sign and date a declaration to this effect when they submit).

Confirm

- Confirm the assessment criteria the learner has and has not achieved (explaining the reasons for this decision).



Choose where you want to go to



First submissions are complete - so what about resubmissions?

When the you return graded work after first submission, your learner may still qualify for a resubmission. This means that the assessment is still formally 'live', so at this stage you should give constructive feedback, but not provide a list of instructions on how to get a higher grade

How do I make sure my feedback is fair?

Using the Assessment Record, your feedback should include:

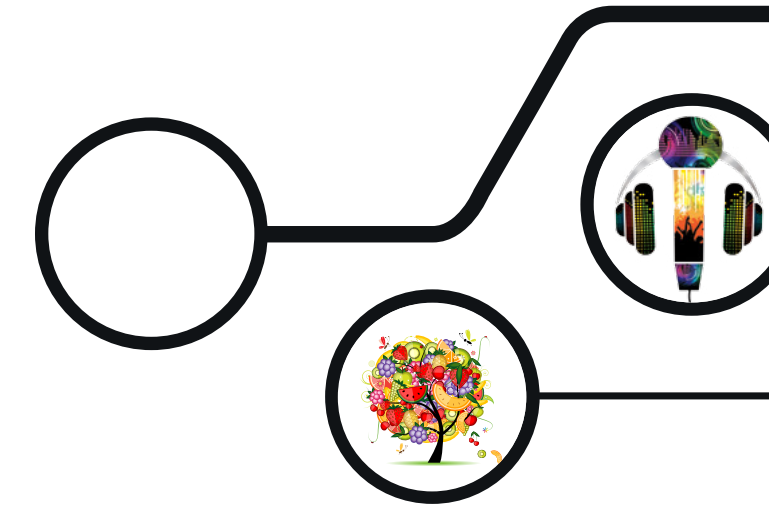
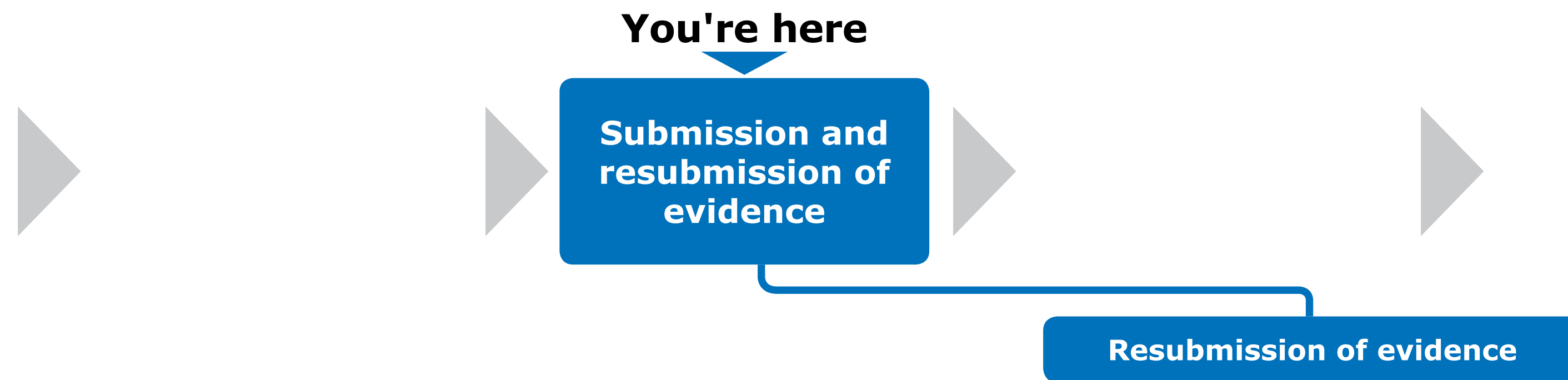
Achievement

- Which assessment criteria the learner has achieved and what the learner has done well.
- Which assessment criteria the learner has not achieved and what was missing.

Guidance

- Information or guidance available to the learner they could have drawn on (e.g. class notes; handouts; resources in Assignment Brief etc).
- General behaviour and conduct, approach and grammar.

Choose where you want to go to



How does resubmission work?

Your Lead Internal Verifier **may authorise one opportunity to resubmit** evidence for each assignment, if they identify that:

- your learner has **met all the initial deadlines** or agreed extensions
- you judge that the learner will be able to **provide improved evidence** without further specific guidance
- you have confirmed the **evidence originally submitted was authentically the learner's own work.**



Reminder

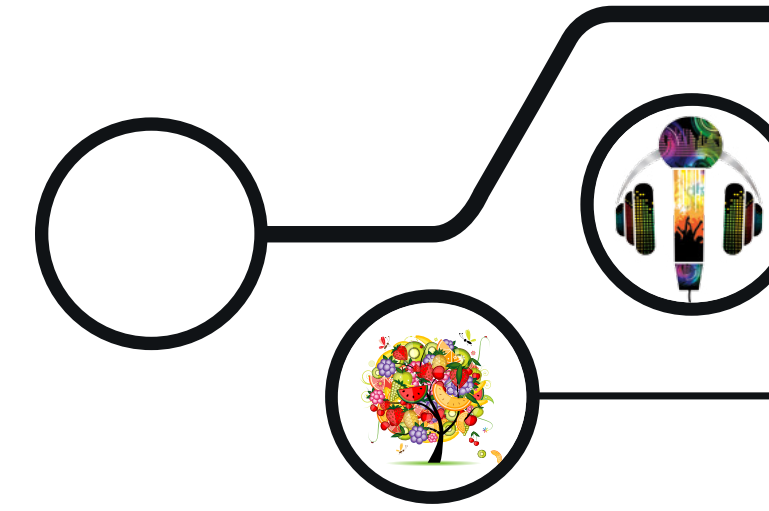
How does a resubmission work?

- record evidence of the Lead Internal Verifier's decision on the assessment form.
- set a resubmission deadline within **15 working days** of the learner receiving the original assessment decision (within the same academic year, within term time).

Your Standards Verifier will need to see evidence for your resubmission decision.

Choose where you want to go to

You're here



How can I help my learners to progress once the assignment's finished?

Once resubmission of evidence is complete, that's it – your learner will have no further opportunity to resubmit evidence for this particular assignment

- **Give as much feedback as you need**

Once the assessment is complete, you can give your learners whatever feedback they need to support their understanding, development and progression on their BTEC course.

- **Help learners to improve**

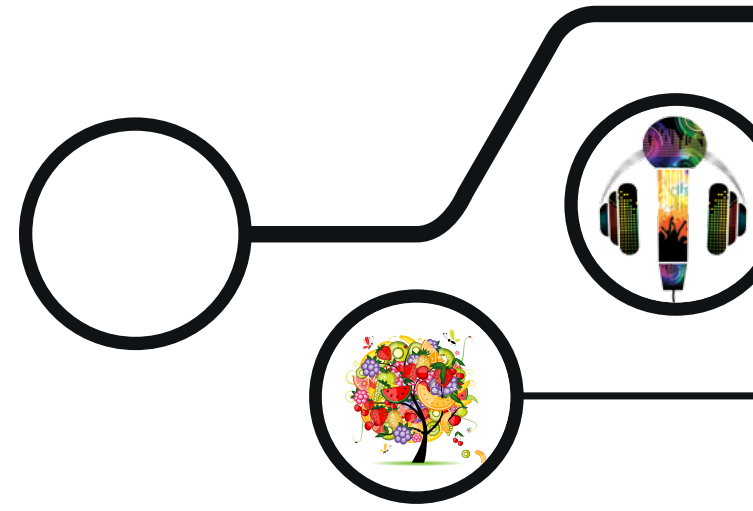
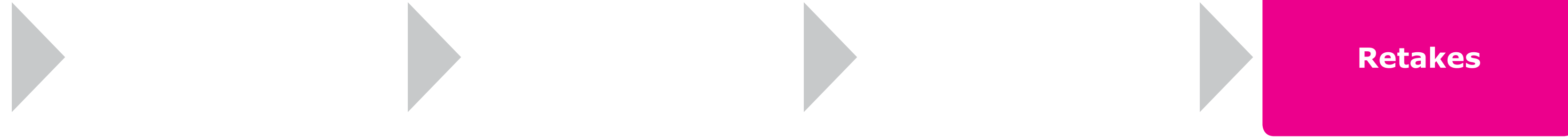
At this stage, you are free to explain in detail what each learner could have done to achieve a higher grade, so they can take this learning into future assignments.



Reminder

You can give learners as much feedback as they need to support progression once the assignment is complete, including guidance on what they could have done to a higher grade.

Choose where you want to go to



Retakes - how do they work?

You set a new task or assignment targeted only at the Pass criteria not achieved in the original assignment. The assessor cannot award a merit or distinction grade for a retake.

One retake is available to all learners studying BTEC Nationals (2010, 2016 and 2017) if the:

- learner has met all the conditions for
- Lead Internal Verifier believes it is appropriate and fair to do so.



Reminder

You set a new task or assignment targeted only at the Pass criteria not achieved in the original assignment. The assessor cannot award a merit or distinction grade for a retake.

- Same procedure for submission and authentication of evidence.
- Standards Verifiers will need to see evidence of retakes in sampling.
- No further submissions or retakes are allowed after this.

Here to help

Need more information – or want to talk to a BTEC expert?

Here's where you can go next:

