

Westfield Academy - Assessment and IV Procedure 2019/2020

Westfield Academy is committed to providing students with an assessment process which has consistent standards and meets all of the requirements set out by the relevant awarding body. This policy has been designed to provide a framework which, from entry to achievement covers the; assessment, accreditation of any prior learning, work-based assessment, internal verification, moderation and standardisation procedures.

Aim

The aim of this policy is to ensure that all students' work is assessed in a way that serves the stated learning objectives of the programme offered and studied by the student, facilitating the achievement and wider development of the student. The quality assurance of the assessment process will be established by quality control mechanisms for the assessment through a system of internal verification, moderation and standardisation.

Scope

This policy covers all BTEC courses offered by Westfield Academy but may well apply to other assignment-based courses should they become part of the schools curriculum in the future. This policy applies to all teaching staff, assessors, internal verifiers and students at the school.

Definitions

Assessment - is the measure or evaluation of students' knowledge and understanding, skills, attitudes and values, against explicitly stated criteria for success (in accordance with the specification and other material provided by the awarding body for the course concerned).

Verification - is the process where internally set and marked assessments carried out by assessors are checked for consistency and quality by other teachers or managers within the school. External verification is the same check but this is carried out by professionals nominated by the awarding body of the qualification concerned.

Moderation - is the process where internal marking of externally set assessments (carried out by teachers) is checked to ensure that they are consistent and of the correct level of quality by their teachers and managers. External moderation is the same check carried out by professionals nominated by the awarding body of the qualification concerned.

Standardisation - is the process that ensures all assessments made by assessors and internal verifiers are marked to the same standards.

Objectives and principles

- To assess all students work with equal integrity by being consistent and transparent in our assessment judgements and processes so that the outcomes are fair, reliable and valid.
- To establish quality control and recording mechanisms for assignments and their assessment through a system of sampling, moderation, internal verification and cross-departmental coordination as appropriate to the requirements of the programme that we offer.
- To ensure that the assessment standards and specifications are implemented fully so that there is no risk to the reputation of the awarding body or of the qualifications that we offer.
- To provide a student centred approach to the assessment which provides opportunities for students to achieve at levels corresponding to the demands of their course. Students are kept informed of their progress and maximise their chances of success in their learning. Assessment feedback to students is informative in relation to the assessment content and criteria providing guidance where applicable on how learners may improve their performance.
- Learners' ethnic and cultural differences are taken into account and those with learning difficulties are supported, in accordance with the regulations of the awarding bodies.

- To ensure that there are no conflicts of interest that would impact on the ability of assessors and verifiers to make assessment decisions
- All effort is made to prevent plagiarism or other forms of deception by student and to ensure that all work provided and created is the students own.

Responsibility for implementation

The head of department/curriculum is responsible for the audit and monitoring of assessment practices across the school

The curriculum manager and head of centre are responsible for implementing and ensuring that the quality of assessment practices in their areas and for ensuring there are enough sufficiently trained staff to carry out requisite assessment, verification, standardisation and moderation activities.

It is the responsibility of staff involved in the assessment, standardisation, moderation and verification activities to:

- Provide assessment processes that are fair and meet the requirements of the qualification
- Provide feedback to students that is accurate and informative in a timely fashion informing the student of their individual progress and provide guidance on how they can improve
- Comply fully with the schools' and Awarding Body guidelines regarding work that is submitted after the submission date and work that is submitted following a referral/submission decision
- Familiarise themselves and students with the schools appeals policy(s)
- To keep up-to-date with Awarding Body guidance in respect of assessment, standardisation, moderation and verification including any changes that are made to the specification of a qualification
- Respond promptly to feedback from both internal and external moderators and verifiers
- Ensure that the quality of assessment is ensured by carrying out internal standardisation, moderation or verification as required by the school, Awarding Body and Examination Boards
- Record internal standardisation, moderation and verification decisions accurately and systematically using agreed documentation

Associated documentation

The following documentation link to this policy and should be read for guidance around assessments:

- Exams Policy
- Malpractice and Maladministration Policy
- Non-Examination Assessment Policy
- Complaints Policy
- Appeals Policy
- Awarding Body and Examination Board Guidelines available on the awarding body websites

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Simon Dallimore
Head of Centre

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Abbie Taylor
Exams Manager

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Date

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Date

This policy is next due for review on **01/09/2020**