



**Wychwood School**  
OXFORD

## **ASSESSMENT AND INTERNAL VERIFICATION POLICY**

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### **Aim:**

- To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
- To ensure that the assessment procedure is open, fair and free from bias and to national standards
- To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, Wychwood School will:

- ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment. These will be the authorized assignment briefs from Pearson
- Produce a clear and accurate assessment plan at the start of the programme/academic year. This will be shared with IV staff by September 15<sup>th</sup> of each academic year.
- Provide clear, published dates when assignments will be issued and deadlines for summative assessments.
- Inform students of the 'Assessment extension' policy.
- Inform students of the resubmission and retake policy. This is contained in the BTEC student handbook that is issued each year at induction.
- Assess student's evidence using only the published assessment and grading criteria
- Ensure that assessment decisions are impartial, valid and reliable
- Not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for malpractice
- Maintain accurate and detailed records of assessment decisions. The programme trackers are held with QN/ LIV
- Maintain a robust and rigorous internal verification procedure. All learners are fully IV'd due to the small number of candidates.

- Provide samples for standards verification as required by the awarding organisation
- Monitor standards verification reports and undertake any remedial action required
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
- Provide resources to ensure that assessment can be performed accurately and appropriately.