**BTEC Applied Science Assessment Policy 2019-2021**

Updated May 2020 for Covid-19 Situation

**The Importance of Feedback and Learning Outside the Classroom – ’50:50’**

Learning will not happen instantly and takes time; attending lessons is not enough, you also need to be working outside of class, to learn new information and consolidate learning. In the process, you will make mistakes but hopefully feedback will enable you to learn from these mistakes. Better to make a mistake during the year and correct it, than make your first mistake in the final exam or piece of coursework! Feedback is essential for your learning and will consist of whole class (teacher runs a session in lessons), written (teacher marking), peer (where you feedback on someone else’s work in the class) and self (where you assess yourself).

There are 66 weeks of teaching weeks in total at College to help you learn and prepare for your coursework and exam assessments. The classes are shared equally in the first year between two teachers for 2.25 hours, with each teacher delivering one of the two units; one of your tutors will be the Lead Subject Tutor who will be responsible for formalised 1-2-1s, writing your Student Reviews, seeing your parents at parents evening and for writing Action Plans.

In line with the College’s ’50-50’ initiative, each week, homework will be set and could take between 4.5 to 6 hours in total. Each teacher therefore could set you up to 2.25 to 3 hours homework per week. If a homework from one teacher only takes you 1 hour for a week, then you will have a further 1.25 to 2 hours to conduct further reading and consolidate learning.

## Study Skills

The learning process for this course is student centred. Students are therefore required to take responsibility for the preparatory work and supplementary reading that is essential for the achievement of high grades. They will need to gather information and research a variety of sources in order to demonstrate their understanding of topics. Coursework must be word processed. In support of this there are a number of open access computer facilities around the college which students can use regularly.

**Working out of lesson time (weekly independent tasks)**

The course consists of 4 units over two years. Approximately half the course is externally assessed (Unit 1 is an exam and Unit 3 is a ‘Set Task’ exam). Your coursework must be an independent submission and it is unlikely that you will be able to complete coursework in class time alone. Students are expected to keep to the time schedule for the assignments on a weekly basis. Additional tasks may be set to improve the quality of the work, this does not necessarily need to be completed at home; you can use free periods during the day to complete these tasks outside of lessons. To keep a good work/life balance, you might like to treat College as a 08.45 to 16.15 day and use your free periods in the library completing tasks. This will minimise the work you need to complete at home and is a more productive use of your time.

**Outline of coursework assessments and exams**

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| **1st year units** | **Assessment** | **Proportion** |
| 1: Principles and applications of science | 3 x 45min exams in May/June | 25% |
| 2: Practical scientific procedures and techniques | Internal assignment | 25% |
| **2nd year unit** | **Assessment** | **Proportion** |
| 3: Science investigation skills | Task based (practical) exam inMay/June | 33.3% |
| 12: Diseases and infections | Internal assignment | 16.6% |

**Types of formative assessments**

* **Tests and Benchmark Checkpoints for examined units:** After a period of teaching, there will be the opportunity to sit a test which will be an assessment under timed conditions on the examined content of the course. Each test should allow you to access the full grade range from Distinction to a U grade, given the topics covered so far and exam technique. They are an indicator of how well you have understand and can apply the content to questions you will meet in the exam at the end of that year. Tests are extremely important and should be treated like the actual exam. They are an ideal point to see how you are progressing and to get valuable feedback. You will make mistakes in these assessments and so the follow up work is to test whether you have learned from those mistakes to become better at the subject and exam technique.
* **Assignments for coursework units**

Throughout each of the two years, there will be preparatory tasks before the final assignment is carried out. During this stage formative assessment, verbal and written, may take place. After the assignment is started further formative assessment is not permitted under the BTEC guidelines and only summative feedback will be provided on the front sheet of the assignment explaining what criteria have been awarded and why. No comments are permitted on the written work other than indicating where each criterion has been awarded (e.g. P1) alongside the relevant paragraphs.

**Deadlines**

To comply with the exam board requirements, work must be submitted punctually on the agreed deadline. Students must plan their work and manage their time. Work that is not submitted on the agreed deadline cannot be resubmitted (see below)

**Marking and Grading of work**

Students will be set assignment work on a regular basis to be completed within agreed set deadlines. This will be marked and returned within a maximum of two working weeks. Students will be given feedback on classwork which indicates the standard to which they are working and guidance can be given on how work can be improved.

Grades and summative comments on completed assignment work will be recorded onto an assessment record sheet which is kept with the student work. All submitted and assessed work remains in college until the final grades are released by the exam board in August.

**Resubmission of assignments**

Should the work not meet the required standard the student may resubmit once only. The Resubmission may be to achieve a Pass grade or to move the grade up. The Lead IV can authorise a resubmission provided that:

1. The hand in deadline was met

2. The resubmitted work can be completed without further guidance

3. The correct paperwork is completed (Declaration of Authenticity and Resubmission form)

There is only ONE resubmission per assignment (so if the entire unit is assessed in one assignment then one resubmission would be possible, if the unit is broken down into 3 assignments then 3 resubmissions would be possible). A resubmission hand in date must be within 10 working days of return of work to the student and recorded on the Assessment Grid (the schedule of dates and hand-ins for the year)

**Failure to hand in assignments**

If a student is unable to hand in work through illness or other valid reason, they must contact the teacher via phone call or preferably email and work will be collected on the first day back.

**If the work is not submitted on time it will be treated as a non-submission and the student may fail the course. Please note handing in work is like taking an exam – if you do not turn up at the correct time you will not gain the marks.**

**Tracking your Progress: Student Reviews, Action Plans and Parents Evenings**

The College’s policy is to deal with the student first but we also report to your parents at regular intervals to let them know how you are progressing and to inform them of what our expectations are through four Student Reviews (Reports) spread throughout the two years at College and also four parents evenings.

If the department feel you are under-performing based on evidence such as coursework submissions and your approach to learning in between these periods, then your Lead Subject Tutor may place you onto a Formal Department Action Plan and we will formally write to your parents (after a 1-2-1 with you) to try and get you back on track in a supportive way

**Student Review 2, the ARG and Predicted Grades**

At the end of the first year (June 2020), your Lead Tutor will have a 1-2-1 to discuss your Annual Review Grade or ARG and also finalise your Predicted Grade which might be used for UCAS applications for University and other destinations.

The ARG is determined by your teacher/s and will rely on the following evidence base:

1. **Benchmarks/Checkpoints.** Practice papers (for the externally assessed unit 1) you sat *before* remote learning.
2. **Approach to Learning (before 20th March 2020):** How you are engaging in your learning, evidenced by attendance, punctuality, ability to meet deadlines, the quality of work shown in your assignments, how you have sought out extra support via workshops and your overall communication with your teachers.
3. **Approach to Learning (after 20th March 2020):** How you were engaging in your learning remotely, evidenced by the ability to meet weekly deadlines, the quality of the work you have produced, attendance at any remote lessons (unless previously communicated to state your unavailability) and communication with your teachers via Email and/or Microsoft Teams.

The College adopts a consistent and optimistic approach to predicting grades to ensure that they are both aspirational and achievable. A predicted grade is what we believe a student is likely to achieve by the conclusion of their course in positive circumstances and the predicted grade provides universities and colleges with some understanding of a student’s academic potential alongside their Personal Statement and a written Reference from their Personal Tutor.

The ARG is important in forming the basis for the predicted grade as well but the predicted grade will also be aspirational for the students’ ambitions although it must remain realistic and cannot be based on the idea that only now will the student start to work harder in the second year!

**Other Considerations**

* *LATE POLICY:* In line with the ‘College Assessment Policy’, the department are under no obligation to provide feedback to a student who does not meet the internal deadlines for weekly independent tasks, benchmark assessments or coursework drafts. Please be warned that a failure to meet the final coursework deadline is the equivalent to missing the exam and it will be recommended that the student should be removed from the course. Students who fail to prepare adequately for the lesson as requested, maybe excluded for part of the lesson and asked to work independently at the back of the classroom. A continued failure to meet ‘PREP’ work requirements will result in a reference to the pastoral team.
* *RETURNED WORK:* Work will be assessed and returned within 10 working days of it being submitted unless it is the final coursework submission. The exam board stipulates that no feedback or formal grade can be released to students by the teacher. The exam board reserve the right to inform you of the final grade in August with your results. Please do not ask the teacher for your final mark as they will be unable to provide it.
* *PLAGIARISIM:*  Plagiarism is submitting another person’s written work as one’s own original work or using someone else’s idea without referencing the source or using pictorial work without permission or referencing the source. If there is a suspicion of plagiarism, the Head of Department and Senior Tutor will be informed and a meeting will take place. If a student is found guilty, they will be subject to disciplinary action by the College and the awarding body will be informed. Students should be aware that the College is subscribed to software designed to detect plagiarism.