

BTEC TRAVEL & TOURISM Assessment Policy 2020-2022

The Importance of Feedback and Learning outside the Classroom – '50:50'

As you aware, your Travel & Tourism BTEC course is assessed through coursework assignments and both an external exam and controlled assessment. **For your coursework units**, we therefore set your work differently from your other A level subjects, but if you want to be successful in your BTEC course we cannot emphasise enough the importance of completing work we set both during assignment workshop lessons **AND** outside of your lessons (either at home, during your non-timetabled periods during the College day or in our lunchtime support workshops). You are timetabled for 4 hours 30 minutes of lesson time for this BTEC subject. We recommend that you spend **AT LEAST** another 4 hours 30 minutes per week devoted to your BTEC Travel & Tourism homework/coursework tasks, to ensure you meet official deadlines with good quality evidence. This time should obviously be spent preparing and compiling your coursework or consolidating class notes for exams, but during this time, we would also expect you to access additional resources such as books, TV/film documentaries, relevant magazines and publications, all of which will help you to learn and understand the subject and enhance the quality of your coursework/exam responses.

Most of your lessons (2/3) will be with the Lead Subject Tutor who will be responsible for formalised 1-2-1s, writing your Student Reviews, seeing your parents at parents' evenings and for writing "Action Plans" if you need additional support. Your lead tutor will be assessing your coursework units (and monitoring your progress in the build up to the exam/controlled assessment. Other teachers will have input to your lessons and help to support you in the classroom.

The way we give feedback for the coursework that you produce on your BTEC course falls into two categories: Informal and Formal. The pre-assessment tasks (that we call "classwork") that you are set will be marked by your teacher, with lots of informal feedback – both written and verbal (through 1-2-1s). These tasks and the feedback help to prepare you for (and lead into) your official graded coursework assessments. When we come to assessing you official coursework, you should now be familiar with the BTEC submission/assessment rules, stating that we can only give limited formal, written feedback. For your first official submission, this written feedback will explain either how you have satisfied/met the criteria OR outline improvements /additional information that you will need to add for an official resubmission. This is all recorded on an assessment record sheet that is returned to you with your original first submission work. At this stage, it is vital that you understand our feedback, so we encourage you to discuss this with us. If a resubmission is required, you will be given a new deadline to re-submit the improved work by.

Overall Assessment/Grading

At the end of the two years, students will have completed four units: two Units in Year 1 + 2 Units in Year 2

GRADING:

Each unit has three levels of criteria – pass, merit and distinction.

Pass = Describe, List, Research, Demonstrate.

Merit = Explain, Assess, Develop.

Distinction = Evaluate, Justify, Analyse.

For your exam and controlled assessment units, depending on how well you do your scores will be converted into a grade. This grade will then be converted again into BTEC points that will contribute to your final grade:

Grade	Unit 1 (Exam in January of Year 1) Points available	Unit 2 (Controlled Assessment in January of Year 2) Points available
Pass	9	12
Merit	15	20
Distinction	24	32

For each coursework unit, you will also receive a grade based on the following:

To achieve a **PASS** for a unit, your work must meet all of the requirements of the pass criteria.

To achieve a **MERIT** for a unit, your work must meet all of the requirements of the pass and the merit criteria.

To achieve a **DISTINCTION** for a unit, your work must meet all of the requirements of the pass, merit and distinction criteria.

Crucial point – be aware!!

To get a pass/merit/distinction grade in a coursework unit you have to get the pass/merit/distinction in **EVERY** assignment of that unit. **For example, in Unit 9 there are 3 assignments, 9.1, 9.2 and 9.3. (E.g. To get a Merit in Unit 9 you must satisfy all the P and M criteria in ALL of those assignments).**

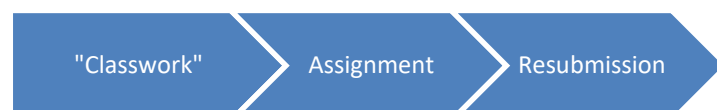
Your grade for the unit will then be converted into the following BTEC points:

Grade	Unit 9 (Year 1) Points available	Unit 3 (Year 2) Points available
Pass	6	9
Merit	10	15
Distinction	16	24

Your BTEC points for each of the four units are then added up to make your final grade:

Total Points	Overall Grade
36 - 51	Pass
52 – 73	Merit
74 - 89	Distinction
90 - 98	Distinction*

Submitting Coursework (Units 9 and 3).



Classwork:

Classwork is set and must be handed in on the set deadline. This work helps you to prepare for your official assessed coursework assignments. This work should also be completed both during class time AND during your 50:50 time outside of lessons.

If submitted on time- You will receive detailed written/verbal feedback within 10 days to help your assignment.

If not submitted on time- You will receive no feedback and will have to attempt your assignment without proper guidance.

Assignments

Assignments must be completed in the set format (you should not simply submit your improved classwork) and submitted by the deadline.

How to submit your assignment:

1. Print off a paper copy of your work, to hand in during the stated “hand-in window”. This will usually be during a Monday or Thursday lunchtime workshop session.
2. If requested, upload your work to the area for that particular assignment on Godalming Online or Microsoft Teams by the required deadline.

If submitted on time - You will have your work marked and graded and you will be granted a resubmission if necessary (receiving formal outline feedback on the improvements that need to be made to meet the criteria).

If not submitted on time - You will have no further feedback on this work. You must submit the assignment by the resubmission deadline to receive a grade.

Resubmissions

If granted a resubmission you must use the guidance given to improve your assignment one final time. This must be submitted by the resubmission deadline to receive your final grade.

How to submit your resubmission:

1. Print off a paper copy of your resubmission work, to hand in during the stated "resubmission hand-in window". This will usually be during a Monday or Thursday lunchtime workshop session.
2. If requested, upload your work to the area for that particular assignment on Godalming Online or Microsoft Teams by the required resubmission deadline.

If submitted on time- Your work will be graded and you will hopefully have improved on your first/original assignment attempt. This will give you your final grade for the assignment.

If not submitted on time- Your grade will not improve from that of your first/original assignment. If you have not submitted your assignment or resubmission on time then your assignment will be marked 'Unclassified' and you may not be able to achieve your qualification.

Please note: if you are unable to meet official deadlines for genuine reasons beyond your control, you can apply for a deadline extension, please let your tutor know immediately. If this is the case, you will need to see your tutor to collect an official coursework deadline extension form.

As long as you satisfy the conditions for an extension, a new deadline will be re-negotiated and you should then follow the hand-in process as stated above.

This process is summarised in the diagram in [Appendix 1 of your course handbook](#).

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 work set. 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.

Failure to hand in work by the required deadline is a serious matter. Your tutor and parents will be informed, the Head of Department will interview you to find out why you missed the deadline and should you continue to miss deadlines your place on the course would be reviewed. Don't forget, if you have missed a deadline for a genuine reason and require an extension, you will need to speak to your Senior Tutor who will issue you with a Coursework Extension Form which must then be signed by your parents. **This course is 50% coursework – if you do not meet deadlines, YOU CANNOT PASS!!!**

PLAGIARISM: 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.

ACCESS ARRANGEMENTS FOR EXAMS: These are pre-examination adjustments for candidates based on evidence of need and normal way of working which must be approved by the Learning Support department. For example, use of a computer or extra time in the exam. Since these arrangements are your 'normal way of working', you must practice them in class and with your homework/coursework tasks – please see the Learning Support department for how you might do this. Homework is always set to take between 4.5 to 6 hours to allow students who have extra time for example, more time to complete the homework compared to their peers. Equally, in timed assessments it is vital that we are accommodating any access arrangements you might have. Your teachers will speak to you individually, and in confidence about how they will best be able to support you through your studies with us.

Benchmark Checkpoints (Half-Termly):

With two units studied in both of the 2 years (4 in total), this generally means that you will complete one unit every 4½ - 5 months. Unlike your A level subjects where you will sit benchmark assessments at regular intervals throughout the course, BTEC courses have "continual assessment" so your unit grades build up over the 2 years, contributing to your overall grade at the end of the course. We do, however, closely monitor your progress through each unit (exam or coursework) and record a "benchmark" score at the same time as other subjects. This helps you to recognise if you are working at, above or below our expectations, and therefore take appropriate actions (if needed) to get back on track or maintain your progress. This information feeds into your students review (see below) and will be discussed with you during a 1-2-1.

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 benchmark grades 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 yourself and 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 2021), your Lead Tutor will have a 1-2-1 to discuss your Annual Review Grade or ARG and finalise your Predicted Grade that might be used for UCAS applications for University and other destinations.

The ARG is determined by your Lead Tutor in communication with your other teacher and will rely on the following evidence:

- Your performance in Benchmarks 1, 2 and 3.
- Your Unit 9 coursework grade.
- Your attitude to learning.

The ARG plays a key part in determining the context in which you progress to the second year. Students who receive a Distinction* - Pass grade are encouraged to continue with their studies into the 2nd year. However, for students who receive a "Below Pass" as their ARG, it suggests that for whatever reason they have struggled with the transition from Level 2 Courses (GCSE level) to the BTEC Tourism course. This will be evidenced by poor performances throughout their benchmarks and an inconsistent or poor approach to learning in their student reviews and via formal Action Plans. Students who receive a "Below Pass" Grade we would not recommend to continue with the course and they would need to speak to a Senior Tutor about alternative pathways.

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!

Unit grading, Benchmark Checkpoints, Student Reviews (Reports) 2020-22

Below is an overview of all the key assessment checkpoints

CHECKPOINT	DATE	DETAILS
Benchmark 1 Checkpoint	Oct 2020	Unit 1 written Test – on exam content covered so far (Learning Aims A and B)
Parents Evening (For All)	Nov 2020	<p>Meetings with your parents to discuss how you have settled in and transferred from GCSE to Level 3 BTEC learning based upon:</p> <ol style="list-style-type: none"> Approach to learning (how you are engaging in your learning, evidenced by attendance, punctuality, ability to meet classwork/assignment deadlines with quality work, how you have sought out extra support via workshops and your overall communication with your teachers) Performance Grade in Benchmark 1 and performance since then.
XMAS BREAK		
Benchmark 2 Checkpoint	Jan 2020	Unit 1 Mock result (sat 2 weeks before Xmas break). Unit 1 exam is scheduled for the first week of January, with results issued in March. An opportunity to re-sit this exam will be available in January 2022. Start Unit 9 coursework unit.
Student Review 1	Jan 2021	<p>A review of your progress in the first term (12-13 weeks of teaching) after a 1-2-1 with your Lead Tutor:</p> <ol style="list-style-type: none"> Performance grade (Fail/Pass/Merit/Distinction) based on Unit 1 progress and benchmark 1 performance. Approach to Learning (how you are engaging in your learning, evidenced by attendance, punctuality, ability to meet weekly deadlines with quality work, how you have sought out extra support via workshops and your overall communication with your teachers).
Parents Evening (Targeted)	Mar 2021	Meetings with your parents primarily where teachers may have a concern about your progress since Student Review 1 in January.
EASTER BREAK		
Benchmark 3 Checkpoint	May 2021	Unit 9 final grade. Start Year 2 work (Unit 2 Global Destinations – controlled assessment January 2022).
Benchmark 4 Checkpoint	July 2021	Unit 2 – Controlled assignment exercise (Global Destinations – learning aim A).

Student Review 2	July 2021	A review of your progress for the academic year (30-35 weeks of teaching) after a 1-2-1 with your Lead Tutor <ol style="list-style-type: none"> 1. Approach to Learning 2. Performance Grade (Annual Review Grade or 'ARG' – performance for whole year (see notes above in main doc.) 3. Predicted Grade (for end of course grade).
SUMMER BREAK		
Benchmark 5 Checkpoint	Oct 2021	Year 2: Unit 2 – Controlled assignment exercise (Global Destinations).
Parents Evening (All)	Oct 2021	Meetings with your parents to discuss how you have settled in to the second phase of learning: <ol style="list-style-type: none"> 1. Approach to learning (how you have engaged since Student Review 2 including completion of summer work and the first five weeks of teaching – deadlines met, engagement in class and communication with teacher) 2. Performance with reference to your Unit 1 exam, Unit 9 coursework and Unit 2 preparation benchmark results. 3. How to support you: Discuss how parents can further support you and what is coming up in this year.
Benchmark 6 Checkpoint	Dec 2021	Unit 2 – Mock Controlled Assessment (Actual assessment is in January, results issued in March).
Student Review 3	Dec 2021	A review of your progress for the academic year since last Student Review (July) after a 1-2-1 with your Lead Tutor <ol style="list-style-type: none"> 1. Approach to Learning 2. Overall Performance Grade (based upon benchmark 6) compared to Predicted Grade
XMAS BREAK		
Benchmark 7 Checkpoint	Mar 2022	Unit 2 final grade and Unit 3 coursework progress – first assignment (3A) graded.
Student Review 4	Mar 2022	A review of your progress for the academic year (30-35 weeks of teaching) after a 1-2-1 with your Lead Tutor (see above) <ol style="list-style-type: none"> 1. Approach to Learning 2. Overall Performance Grade (based upon benchmark 7) compared to Predicted Grade
Parents Evening (Targeted)	Apr 2022	Meetings with your parents primarily where teachers may have a concern about your progress since Student Review 4.
EASTER BREAK		
Final Checkpoint	May 2022	Unit 4 final grade leading into calculation of final overall qualification grade (reported to BTEC). Opportunity to re-sit Unit 2.

Rationale for Assessment Programme

It is really important that when you come to sit your Unit 1 exam (January Year 1) and Unit 2 Controlled Assessment (January Year 2) that you are prepared and able to perform at your highest ability. Therefore, benchmark assessments 1&2 and 4-6 are designed to practice the skills needed to perform to your highest possible level in these external assessments (marked/graded by the exam board). The benchmark assessments will help us/you to identify your strengths and areas that you need to focus on for improvement for the REAL exam/assessment. Look out for the lunchtime workshops that will focus on specific exam/revision skills in the lead up to the exams.

Therefore, the first benchmark in each year start with you being able to practice shorter-answer, knowledge based exam questions and we then scaffold support to ensure that you are approaching the important evaluative long answer exam questions in the assessments before the actual exams (which we will treat as mock exams). Grades for Benchmark 3 and 7 will be awarded based on your progress in the coursework units – remember your overall grade is a combination of final grades for each unit, so it is vital that you maintain positive progress throughout the whole course.

By benchmark 4 (end of year 1) we will have your Unit 1 exam grade and your Unit 9 coursework grade. We will also have started work on Unit 2 (January 2023's controlled assessment). Therefore, we will be in a good position to be able to accurately identify your ARG and predicted grade.

Grade Boundaries

The grade boundaries for your benchmarks will generally be based on those set by the exam board in previous years for each unit. This allows us to accurately compare your progress with the expectations of the exam board, who ultimately award your final grade.