



BTEC

STUDENT HANDBOOK

Name:

Form:



September 2010

Dear Parents/Carer

First name is completing the BTEC ICT for Practitioners and perhaps other BTEC subjects. The accompanying Student Handbook gives you background information to the BTEC courses and shows the common format for assignments and feedback which is used by all departments.

BTEC courses are 100% portfolios which are internally assessed. For that reason it is vital that the work produced is their own and that they feel that the grade awarded is a fair assessment of their work. To that end can I draw your attention to the procedures for malpractice and learner appeal.

The Student Handbook should be stored in a safe place at home so that it can be referred to, when necessary. Would you please sign the slip at the bottom of this page and have **first name** return it to their form tutor as acknowledgement of receiving the Handbook.

Yours sincerely,
Anne Guy
Student Attainment Administrator

Student Name:

Form:

I agree to follow the course and meet set deadlines in each of the units of a programme.

Signature:

Date:

Parent/Carer Name:

I have read the content of the Student Handbook and understand the commitment **first name** has made to complete their BTEC course. I will encourage **first name** to fulfill the demands and meet all deadlines.

Signature:

Date:



BTEC First in



Student Name: _____



**BTEC FIRST CERTIFICATE IN
ASSESSMENT FEEDBACK FORM**

Qualification			
Unit number + title			
Assignment Title		Due Date	

Assessors Feedback (please be specific, addressing the assessment and grading criteria)			
Assessment Criteria Addressed	Written feedback on pupil work	Feedback from Assessor	Achieved Yes/No

Target Grade:

Unit Grade:

Assessment	1	2	3	4	5	6	7	8
Expected Grade								

I declare that this assignment is all my unaided work:

Learners Signature **Date**

Assessors Signature **Date**.....



BTEC First Certificate in



Student Name: _____

Unit Title:

Assignment ...

Date issued

FIRST DRAFT

FEEDBACK ISSUED

FINAL DATE

Task	Pass	Merit	Distinction

Assessor:

Internal Verifier:



How you will be assessed

Assessment has two purposes

- To provide you with regular feedback about how your work is progressing
- To measure and record your achievement of units towards the qualification

You should regard all assessment marks as provisional until the assessment board has agreed results.

Assessment briefs

Your assessment is carried out through various types of assignments.

Assignments and their briefs are issued at the start of a unit. They are your reference point for assessment throughout the unit and therefore should always be at hand; especially when writing your assignments.

Each assignment brief will tell you:

- Assignment number and title
- Which unit(s) the assignment relates to
- What the assignment is about
- What tasks you have to complete with a relevant scenario for you which informs you how to set out the assignment
- The grading criteria and learning outcomes the assessment will help you produce evidence for
- Suggestions and ideas on how to achieve the grading criteria
- Key skills you will cover in the assignment
- Hand out date
- Hand in date
- Assessor's name

If you have any doubt about the requirements of an assignment, you should ask your module tutor for clarification, well before the deadline.



Student Handbook

Assessment malpractice by learners

All assessments should be completed by you. To copy someone else's work is known as plagiarism and will not be accepted in any part of your assessment. Any work which is downloaded and used as evidence of research should be referenced to acknowledge the author.

On completion of each assignment you will sign a front cover sheet which declares all work submitted is your own work.

Instances of malpractice include:

- Copying some or all of another persons written work with or without their consent
- Getting someone else to help you complete the assignment
- Deliberate failure to reference work properly

Procedure in dealing with plagiarism and malpractice

Learner Malpractice Stage One

- Programme Leader is informed of the malpractice
- Learner is given the opportunity remove the plagiarized material from the assignment and produce their own work

Learner Malpractice Stage Two

- If the learner fails to remove plagiarized material, parents will be contacted and a meeting will be arranged between the student, parents, assessor and Programme Leader to discuss the situation.
- A learner can only be assessed and graded for the assignment if the assessor is confident that the work is wholly that of the learner.



The Learner Handbook A Checklist of Contents

- **What is a BTEC?** Information regarding the nature of the BTEC qualification eg how does it differ from GCSE
- **The programme explained.** Brief descriptions of the units the learners will study using 'friendly' language
- **How the programme will be delivered.** Details of how the programme will be structured. A timetable of unit delivery including who teaches what & when should be included where possible
- **How the programme will be assessed.** If possible include a full assessment schedule including deadlines for the submission of assignments. Also give details of the kinds of assessment activities to expect. How the final unit and qualification grades are awarded should be explained and details of the **assessment appeals procedure** included
- **How the learner's progress will be monitored.** The process of receiving feedback from assignments and arrangements for the resubmission of work following feedback should be included as well as arrangements for catch up/extension sessions. The tracking of achievement through individual progress reviews or tutorials can also be explained
- **Life after BTEC.** Where your BTEC will take you eg progression to higher level programmes, 6th form, university, employment etc... Success stories from previous learners can be included!
- **Learner commitment to the programme.** What is expected of the learner eg the importance of attendance, timekeeping and meeting deadlines. The **learner malpractice policy** should be explained. In keeping with the vocational focus of the BTEC some centres design a 'contract of employment' for the learners setting out terms and conditions as well as the centre commitment to them eg learners agree to arrive at lessons on time with the correct equipment, hand in assignments etc...staff agree to design relevant assessment activities, assess work within deadlines, provide regular feedback etc...
- **Health & Safety Information.** Particularly important where learners will be operating machinery, working at height, lifting etc...



Student Handbook

Learner Appeal Procedure

If you are unhappy with the assessment decision you should speak to your teacher/assessor of the assignment. Your assessor will give you a more detailed explanation of your result and where the work can be improved.

If you still feel the work has been unfairly assessed, you can complete a formal **Learner Appeals Form**.

Appeals Procedure Stage One

- Fill in the Learner Appeals Form (available on the 'h' drive) and forward it to the assessor.
- The assessor will reply within 5 days, having re-checked the work, and provide additional written explanation of the decision
- If you agree with the assessor, the appeal ends at this stage.

Appeals Procedure Stage Two

- If you are still not satisfied with the decision, the assessor must speak to the Internal Verifier for the assignment within 5 days.
- The IV will examine the assessment evidence and assessment feedback from the assessor.
- The IV will fill in stage 2 of the Learner Appeal Form within 10 days and forward a copy to you and the assessor
- Agreement at this stage ends the appeals procedure.

Appeals Procedure Stage Three

- If you are still not satisfied with the decision, an appeals panel will meet within 10 days to study the assignment brief and the work.
- The panel will consist of Head of Faculty, the Assessor, the Internal Verifier, the Programme Leader and an IV from another programme.
- The decision of the panel will be final and should be logged on the Learner Appeal Form and you will be informed within 5 days.



Assessment Appeals Procedure Learner Appeals Form

Learner	
Assessor	
Internal Verifier	
Title of Assignment	
Unit	

Stage One

To be completed by the learner

Details of Assessment Decision (Grading Criteria Awarded)	
Learner's Reasons for Appeal	
Learner Signature	Date

To be completed by Assessor

Date appeal received;	
Assessor Decision	
Assessor Signature	Date

To be completed by the learner (delete where not applicable).

- ⇒ I understand and accept the assessment decision.
- ⇒ I wish to proceed to stage two of the appeals procedure.

Learners Signature _____ Date _____



Stage Two



To be completed by Internal Verifier

Date appeal received;	
IV Decision	
IV Signature	Date

Stage Three

To be completed by the chair of the Appeals Panel

Date appeal received;	
Appeals Panel Decision	
Signature (chair of Appeals Panel)	Date

Date of Reply to Learner _____



Student/Parent Agreement

The BTEC First Certificate, First Diploma and National Awards are practical, work related courses. Students learn by completing projects and assignments that are based on realistic workplace situations, activities and demands.

To be successful in the BTEC courses, it is essential that you attend all lessons and meet deadlines set by your tutors in order to benefit from the feedback given on each of the assignments.

The BTEC you are following will progress to a higher level and can be completed in the workplace, at a Further Education college or at post 16 in school.

BTEC courses being studied:
.....
.....

Student Name:

Form:

I agree to follow the course and meet set deadlines in each of the units of a programme.

Signature: Date:

Parent/Guardian Name:

I have read the content of the Student Handbook and understand the commitment my son/daughter has made to complete their BTEC course. I will encourage to fulfill the demands and meet all deadlines.

Signature: Date:

Submitted work

Always check the brief to ensure you have completed **all** the necessary tasks. Work should be word processed unless otherwise stated on the assignment brief. You should always keep an electronic copy of each completed assignment for your reference.

All assignments graded and returned to you must be placed in your own student file which **must** remain in school.

All work within the assignments must be your own work. It should not be copied from another student nor cut & pasted from articles on the internet. This is regarded as **malpractice** and a formal enquiry will follow.

Deadlines

Assessments have to be in by the pre-set deadline.

Approval for late submission is at the discretion of the course team, and will only be approved for genuine reasons.

Marking and moderation

All assessments are marked by the unit tutor in relation to the set criteria appropriate to each unit learning outcome. The assessment process is then subject to internal verification from a second marker from within the department. Moderators second mark samples of work to ensure that marking is consistent and reflects appropriate standards of achievement.

If you are dissatisfied with the result, you will have the opportunity to **appeal** to your tutor.

An external verifier allocated by Edexcel then also checks the grading of randomly selected assignments, alongside the general operation of the assessment process.

The verifier then completes a report confirming that National standards have been met.

Grading Criteria

BTEC Certificate:

The units lead to Distinction, Merit or Pass with 15 credits.

The whole certificate is equivalent to 1 GCSE (A*, B, C)

BTEC First Certificate:

4 core units leading to Distinction, Merit or Pass and 30 credits.

The whole certificate is equivalent to 2 GCSEs (AA*, AA, BB, CC)

BTEC Diploma:

8 units of work leading to Distinction, Merit or Pass and 60 credits.

The whole Diploma is equivalent to 4 GCSEs (AAAA*, AAAA, BBBB, CCCC)