



Assessment Policy

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Section A: Introduction

1 INTRODUCTION

- 1.1 The aim of this document is to outline policies adopted by Point Blank for quality assurance. We are continually working towards improving documented procedures for quality assurance in all aspects of our activities.
- 1.2 This policy reflects the new Quality Assurance procedure in line with Edexcel requirements.

2 COMMUNICATION OF THE POLICY

- 2.1 All instructors and learners studying programmes are made fully aware of the contents of this statement/ policy and its purpose before any delivery/ participation of any programmes with Point Blank are undertaken.

3 REVIEW OF THE POLICY

- 3.1 The Company reviews the policy annually and may revise it as and when necessary in response to customer feedback, changes in Pearson/Edexcel practices or changes in legislation. Our review of the policy will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments.

Section B: Policy Statement

1 OUR STATEMENT TO LEARNERS

- 1.1 As a Pearson/Edexcel approved centre we ensure that the assignments clearly set out the BTEC unit criteria covered and grade indicators as part of the assignment brief.
- 1.2 Our Internal verification process ensures that all work is assessed to the same standard and that all work submitted for standards verification is that of the learners themselves.
- 1.3 We shall provide clear feedback on how you have performed against each assessment criteria with reference to what 'knowledge and skills' were not displayed in the case of failed criteria.
- 1.4 We will not give direct, specific instructions on how you could achieve a higher grade in the case of a resubmission.

2 POLICY AND IMPLEMENTATION

- 2.1 Point Blank makes every effort to ensure that all stages of a programme, from the preparation and submission of a tender through to final assessment process are subject to quality assurance. All instructors follow documented procedures laid down by the Unit which define their responsibilities and provide guidance on achieving standards and compliance is monitored at a 3 monthly review of all Pearson/Edexcel programmes.
- 2.2 The achievement of standards and best practice in its various activities is promoted by Point Blank through staff training. Staff are provided with in-house training on the performance of relevant tasks and activities, which supports the use of written guidelines, and regularly attend relevant external training courses.
- 2.3 All assessment tasks will be written by Senior Managers and provided to assessors (instructors) following internal verification. The assessment tasks must not be adapted or modified in any way.
- 2.4 All assessment tasks must be delivered in line with the assessment schedule devised by the Lead Internal Verifier and signed off by the Quality Nominee.
- 2.5 Feedback must not be given to the learners until any internal verification has taken place, in line with the annual assessment plan.
- 2.6 Any assessment that takes the form of a demonstration, presentation, performance or discussion must be videoed or recorded as evidence.
- 2.7 An extension of a maximum of two weeks past the assessment deadline may be granted at the assessor's discretion in exceptional circumstances, such as bereavement or serious

illness. The Lead Internal Verifier must be notified of any extensions permitted and these must be recorded by the Lead IV.

- 2.8 During the assessment period, instructors should avoid giving specific advice on how to improve work to achieve higher grades at the conclusion of the assignment.
- 2.9 Following an assessment, each learner is entitled to written feedback against each criterion within **three** working weeks of an assignment deadline.
- 2.10 If a learner has failed to meet all or some of the assessment criteria then they may be able to resubmit the assignment within 10 working days of their instructor feedback providing that
1. The learner has met the initial assignment deadline
 2. The instructor judges that the learner will be able to provide improved evidence without further guidance
 3. The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by the learner
- 2.11 If a learner has met all the conditions for a resubmission but still not achieved the targeted pass criteria following resubmission Point Blank may allow a learner to do a 'retake' task. This retake task will be different to the original assignment and the maximum grade that can be achieved will be a 'pass'. All retakes need to be authorised by the Lead Internal Verifier.
- 2.12 All assessment decisions must be formally recorded using the Point Blank Assessment Record.
- 2.13 Pass, Merit and Distinction grades can only be awarded per criterion and not as an overall grade for an assignment.
- 2.14 When calculating the summative grade for a BTEC unit the lowest grade achieved for the unit criteria should be used.
- 2.15 The criterion grades for each assignment should be sent to the Exams Officer for tracking.
- 2.16 The tracking of student grades will be undertaken by the exams officer. The summative grade for a BTEC unit will be worked out at the conclusion of a BTEC unit.
- 2.17 The Exams Officer will process the BTEC unit grades for certification at the conclusion of the programme.