



**BTEC Assessment and Verification Policy
for Students**

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1 Introduction

1.1 This policy covers the rules and guidelines specific to BTEC vocational qualifications.

2 Student responsibility

2.1 All students will be made aware of this document at the start of their course. It is the student's responsibility to read this document and make themselves aware of the rules covered in this policy.

2.2 This policy covers the rules and guidelines specific to BTEC vocational qualifications. It should be read alongside the Reigate College Exams and Assessment Handbook 2025-2026.

3 Meeting standards

3.1 All assignments used on your course have been checked by the course leader, teaching team and then verified for suitability by a Pearson/Edexcel approved Internal Verifier. Assignments are checked internally at the start of every year to ensure that they meet the standards set by the awarding body. Regular external checks are also made by Pearson/Edexcel Standards Verifiers (SVs) and Centre Quality Reviewers (CQRs).

4 Consistency

4.1 There will be consistency across all the assessment methods used on your course and the recording documentation used. All assignment briefs will be in the same style, which means that the layout will be the same regardless of who your teacher is.

4.2 The teaching team will undertake a standardisation activity, set by Pearson/Edexcel, at the start of each year to ensure that marking is consistent across all teachers/assessors on your courses. Internal Verifiers will regularly check that these standards are being adhered to.

5 Coverage of grading criterion

5.1 The Course Leader will ensure that the Grading Criteria for each unit is adequately covered in the assignment briefs for that unit. The Internal Verifier will confirm that this is correct.

5.2 To achieve a Pass grade for each unit, you must achieve the entire Pass level grading criterion for that unit. To Achieve a Merit grade, you must achieve the entire Merit level criterion plus the entire Pass level criterion. The highest unit grade is a Distinction grade. To achieve an overall Distinction grade for the unit you must achieve the entire Pass, Merit and Distinction criterion for that unit.

5.3 There is no compensation allowed with the grading criteria; your overall grade always defaults to the lowest grade achieved. For example, if you achieve the entire Pass criteria and the entire Distinction criteria but didn't achieve one of the Merit grade criteria (e.g. you failed to meet M2 criterion), then your final grade would be a Pass grade.

6 What is to be included on assignment briefs

6.1 Many of the assignments used in your course will be provided by the Exam board. If a course decides not to use an authorised assignment brief, then they will need to prove that it is adequate for the purpose. This will be in the form of an assignment verification sheet completed by the Lead Internal Verifier for your programme.

6.2 Every assignment brief will include:

- Qualification Title and Level
- Unit Name and Unit Number
- A vocational scenario – you will usually be assigned a role suitable for a college student/leaver

- Learning Outcomes – state exactly what you should ‘know, understand or be able to do’ as a result of completing the unit
- Grading Criteria – What you will be assessed on. These are listed as Pass, Merit and Distinction (e.g. P1, P2, M1, D1 etc)
- Unit Content – what you will study on this course. You should link the unit content back to the grading criteria to ensure you have sufficient coverage of the topic(s) being assessed

6.3 Assignments will have clear deadlines for submission, and it is very important that you meet these deadlines. Failure to meet deadlines can ultimately result in failure of the course.

7 Assessment schedule

7.1 Assignments will be ongoing throughout the duration of your course. The Course Leader will prepare an annual Assessment Plan/Schedule at the start of each year (September), which all the teachers on the course will adhere to. You will have access to this assessment plan throughout the duration of your courses. Any changes to this plan will be notified to you well in advance of any deadlines. The assessment plan will show the hand-out and submission dates for all assignments on the course. The assessment plan will also show re-submission dates. These dates will also be transferred to the course Scheme of Work.

8 Prior knowledge

8.1 The majority of assignment tasks will require you to have prior knowledge of the subject area. It is important that you fully understand the Unit Content before you attempt the assignment. Once the assignment has been started your teacher will only be able to offer you minimal help and support. It is therefore important that you keep a good set of classroom notes and complete all activities set by your teacher. Feedback can be provided during class activities, so this is your opportunity to ask questions on topics you don't fully understand.

9 Required hours of study and attendance

9.1 Level 3 - The standard Level 3 BTEC qualification offered by the College is The BTEC Level 3 National Extended Certificate. The examining body recommends that you complete 480 hours of study over the two years of your programme. This is called the Total Qualification Time (TQT) and consists of 360 Guided Learning hours (GLH), plus 120 hours of independent study. The 360 Guided Learning Hours includes lessons, support sessions, online structured learning and assignment feedback. The additional 120 hours involves learning directed by your teacher such as homework, private study, preparatory reading, revision and working on your assignment outside of the classroom.

9.2 These hours are split evenly over the two years of your course, so each year will require you to complete a total of 240 directed hours (TQT), of which 180 hours will be Guided Learning Hours (GLH).

9.3 To meet the recommended Guided Learning Hours (GLHs) for your course, you need to ensure that you maintain a high level of attendance. If your attendance is below the College minimum expectation of 95%, then you could be asked to provide evidence as to how you have managed to catch up any missed learning. Even if your absence is authorised, due to circumstance outside your control, your teacher will still need to be confident that you will be able to meet the expected hours required to complete the course. Your teacher will also need to be confident that you have sufficiently covered all the content of your qualification as required by the specification.

10 Reasonable Adjustment and Special Consideration

10.1 Reasonable Adjustment covers the effects of disability or difficulty that disadvantages a student.

10.2 Reasonable adjustments such as extra time, alternative assessment methods and adapting assessment materials should be in place before the assessment begins. Students should contact the Learning

Support Team, or their tutor/teacher, to ensure that that all adjustments are highlighted and actioned when necessary.

- 10.3 Reasonable Adjustment can also include a deadline extension or a late submission date due to 'Extenuating Circumstances'. All deadline extensions MUST be authorised by the LIV for the programme.
- 10.4 All cases of reasonable adjustment will be recorded on form RA1. This form is signed by the LIV.
- 10.5 Special Consideration - similar to Exams and External assessment, a student can apply for Special Consideration for internal units. This is via form SC 1, which is signed by the Quality Nominee. Requests for Special Consideration should be requested within 45 days.
- 10.6 Potential reasons for Special Consideration:
- Bereavement
 - Broken Limb
 - Disability
 - Long term illness/operation
 - Lost or Damaged work
 - Representing their country in sport
- 10.7 Issues not classed as reasons for Special Consideration:
- Anxiety or Depression
 - Late Starter – moved centre
 - Staff shortages or incorrect combination of units
 - Unauthorised Absence
 - Traumatic past experience (more than 3 months)
 - Pregnancy
 - Alcohol or Drug abuse
- 10.8 When considering applications for Special Considerations the Exam board will look at:
- What RA1 Forms are already in place – was sufficient action taken by the College to avoid the need for Special Consideration
 - Can the Student certificate at a later date
 - Can the student transfer to a smaller qualification
 - Did the student complete the required learning? GLHs/TQT and attendance
 - Does the unit require the student to demonstrate practical competence
 - Is alternative evidence for every criterion available (e.g. practice assignment, class activities, homework, etc.)

11 Hand-out dates

- 11.1 Hand-out dates are important because once the assignment has been issued your teacher is restricted to the level of support they can offer you. Hand-out dates for all assignments will be available in the course Assessment Plan, which is available to students via Teams or SharePoint. Starting an assignment prior to the hand-out date is not recommended if you haven't covered all the prior knowledge required.

12 Handing in work

- 12.1 It is your responsibility to submit all assignment work to your teacher. You should always submit work directly to your teacher, this will normally be via Teams. Your teacher will not be responsible for any work that is lost because you left it with a third party.
- 12.2 By default, you should always upload a copy of your work to Teams (unless it is impractical to do so, e.g. large posters, wall displays, etc.). This provides both a backup copy and a date stamp for your work. Your teacher will advise you of the method required to upload/submit your assignment work.

- 12.3 Should a dispute ever arise over whether work was submitted by the deadline, then Microsoft Team upload dates are the only evidence that will guarantee a successful appeal. If you cannot make it into college on a hand-in date, due to illness or transport problems, then it is your responsibility to submit the work electronically via a Teams upload or email attachment.

13 Deadlines, extensions and the consequences of late work

- 13.1 It is very important that you submit all internal coursework by the deadline set. For the BTEC you are taking there is no compensation for failed internal units, which means you must pass every internal unit, or you will not achieve the course you have registered on. The rules on deadlines are set by Pearson, the awarding body, and not by the College. Failure to meet a deadline is therefore a serious matter.
- 13.2 If due to exceptional circumstances you require a deadline extension, then you **MUST** discuss this in advance with your teacher. The Lead Internal Verifier will complete a Form RA1 if they think you have a valid reason for an extension. We do build extra days into the assessment period to allow for work commitments, College trips and the occasional day off, so please only ask for extensions for prolonged absences. Any request will require the support of a doctor's note and/or parental letter.
- 13.3 If you are ill or unable to attend College on the day of a deadline then it is your responsibility to make sure that the work is either emailed to your teacher or uploaded to Microsoft Teams. Please remember that a deadline date is simply the final date that work can be submitted; you can submit work anytime between the 'hand-out date' and the 'Submission Deadline'. If you leave work to the last minute, then the risk of missing a deadline increases!
- 13.4 The consequences of missing deadlines are rules set by Pearson/Edexcel:
- You will not receive any feedback on how the grade can be improved
 - You will not be allowed to resubmit any work that doesn't achieve the grading criteria
 - You will not be able to retake any of the grading criteria not achieved

13.5 Submitting work after the deadline

- 13.5.1 Your teacher/assessor may accept assignment work up to a maximum period of 15 working days after the original deadline date; however, you will lose the right to a resubmission or retake. The exact number of days allowed will be set by your teacher and the new deadline will be confirmed to you via an email. An ILP entry will record the missed deadline, and a letter will be sent to your parent(s)/guardian(s). The definition for late work only covers the original/first assignment deadline. Resubmission work must be submitted by the stated deadline and will not be accepted after this deadline has passed.

13.6 Planned absence

- 13.6.1 BTEC rules state that the College is not allowed to authorise an extension to assignment work if any part of the assessment is missed due to personal arrangements such as holidays or unauthorised absence. If you (the student) need to take time off college for any reason, then you must make sure that your absence is authorised. It is also your responsibility to liaise with your teacher(s) to check that you will not miss any assignment deadlines during your absence (authorised or unauthorised). Planned absences include time off for: University Open Days; Driving Tests; Family Holidays, Birthdays, Weddings or Funerals; and Religious Events/Festivals. Assignment extensions for any planned absences must be approved in advance and will only be granted if the time off is authorised by the College. Retrospective applications for an assignment extension will not be considered.

13.7 Extended or regular absences

- 13.7.1 Authorised or unauthorised absences could result in you missing too much input from your course, and you would therefore not meet the Guided Learning Hours (GLHs) specified by the awarding body. Unless the Lead Internal Verifier can find quantifiable evidence that you have covered the missing work then you will not be able to achieve the units covered during your absence(s).

13.8 Only submitting Pass/Merit work

13.8.1 If an assignment task covers a range of criteria (e.g. Pass, Merit and Distinction) and you meet the deadline but only submit the lower grade work (e.g. the Pass criterion) it is down to the Lead Internal Verifier to decide whether a resubmission should be allowed, and if so to what level/grade. The same rule applies if you only submit minimal evidence for the Merit and Distinction criterion and the Assessor deems the evidence submitted does not constitute a valid attempt at those criteria.

14 Learning and Support

14.1 Students with learning support requirements – you need discuss this as early as possible with the learning support team. This can include requests for extra time with external assessment, different methods of assessment, and one to one in-class support. The Learning Support Team will liaise with your teachers regarding your support requirements, Your Lead Internal Verifier will complete a form (RA1), which will detail the reasonable adjustments to made.

15 Students with extra time

15.1 Many BTEC students will have steps in place for extra time in exams (e.g. plus 25%). This extra time allowance is generally not applicable for internal assessment. All assignments automatically have extra time built into the assessment period to allow for any learner support requirements; therefore, it is only in exceptional circumstances that extra time will be allowed for internal assignment deadlines. The primary reason for this is that any deadline extension will have a 'knock-on' effect to the next deadline.

15.1.1 An average assignment should take around 2 days to complete.

15.1.2 Students are generally given 10-15 days to complete; therefore, extra time is automatically built in.

15.1.3 This works the same for the occasional sick day or family event.

15.2 Students with learning support requirements will still be supported within the class during assessments. They can also make use of the 'drop-in' sessions the Learning Support team offer.

16 External support

16.1 External support, such as a private tutor, is not allowed unless authorised by your Course Leader. Failure to disclose a private tutor will be considered as plagiarism and may need to be reported to the Exam Board.

17 Microsoft Teams/SharePoint

17.1 Every subject has its own area on Teams and/or SharePoint, and you are encouraged to enrol on your course from week one. Teams/SharePoint is the first place you should look for resources and course information such as assignments, assignment plans, schemes of work and course handbooks.

17.2 Each unit on Teams will include a section where you can upload your assignment work and homework.

18 Marking time and Internal Verification

18.1 It is College practice that all student work is marked within 15 working days of the submission deadline.

18.2 To comply with the requirements of Edexcel, the awarding body, we then need to sample a small section of the grades internally. This is called Internal verification, and we allow 5 working days to complete this task. Therefore, we would expect to provide you with assignment feedback within 20 working days from the submission deadline.

19 Resubmission policy

- 19.1 As every assignment contributes to the final qualification grade, it may be appropriate for the Lead Internal Verifier to authorise one opportunity for a student to resubmit evidence to meet grading criteria targeted by an assignment. This is one opportunity for each assignment, not unit or course!
- 19.2 It should not be assumed that you will be automatically granted a resubmission.
- 19.3 You will only be allowed an opportunity to resubmit assignment work if you meet the following three conditions:
- The student has met initial deadlines set for the assignment, or has met an agreed deadline extension
 - The teacher/assessor judges that the student will be able to provide improved evidence without further guidance
 - The teacher/assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated declaration of authenticity by the student
- 19.4 If you do not meet these conditions, the Lead Internal Verifier will not be able to authorise a resubmission and you will fail the unit.
- 19.5 All authorised resubmissions must be completed within a period of up to 15 working days of the date the work is returned to you. The time allowed will be set in advance by your assessor/teacher and will be recorded on the annual assessment plan. The maximum 15 working days will only apply if the date on the assessment plan shows 15 working days. If the dates show a period less than 15 working days, then this is the maximum time allowed, and any work submitted after the recorded resubmission period will not be assessed. The Reductions in the resubmission window are normally only required to meet internal deadlines that occur at the end of a term, or when the work is likely to be requested by the examining body for external Standards Verification. Unless it is unpractical to do so, then the resubmission period will not normally run over holidays, term breaks or academic years.

20 Retakes

- 20.1 If you have not achieved the targeted pass criteria following resubmission of an assignment, the Lead Internal Verifier for your course may authorise one retake opportunity to meet the required pass criteria. You will only be allowed to retake the assignment if you meet the original requirements for a resubmission and you also meet the requirements for a retake.
- 20.2 The three requirements are:
- All Deadlines met
 - Signed declaration to authenticate the work (i.e. not plagiarised)
 - Teacher is confident you can improve the work without additional support
- 20.3 The Lead Internal Verifier will only authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.
- 20.4 The retake must be a new task or assignment targeted only to the pass criteria which were not achieved in the original assignment. Your teacher will provide you with a new deadline date.
- 20.5 You will not be allowed any further resubmissions or retakes.
- 20.6 Both during and after assessment, your teacher cannot:
- Provide you with specific assessment feedback on the evidence produced by you before it is submitted for assessment (e.g. what you could do to improve the work)
 - Confirm achievement of specific grading criteria until the assessment stage (i.e. they can't tell you if you have done enough to achieve a Merit/Distinction grade)

- 20.7 Once your work has been submitted, your teacher can give you feedback on which criteria you achieved – or didn't achieve. They are allowed to give reasons why you didn't achieve; however, they cannot provide feedback or guidance on how to improve the evidence to achieve higher grades.

21 Group assignments

- 21.1 Some of your assignment work will involve group tasks. It is important to realise that you will still be assessed independently, so it is important that you clearly record your contribution to the task. For example, if it is a group PowerPoint presentation you should provide your own comments in the notes section.
- 21.2 Groups will usually be assigned by your teacher and will normally be a maximum of 3 to 4 students.

22 Observation statements

- 22.1 Some assignments tasks you do may be practical and you will receive an Observation or Witness Statement from your teacher/assessor describing the activity and the outcome. An observation statement by itself is not sufficient evidence to achieve the grading criteria for the task. You will also need to provide supporting evidence, which could be in the form of a video, written notes, photographs, etc.

23 Documentation and signatures

- 23.1 It is a requirement of Pearson, the awarding body, that all assignment work is signed and dated by both the student and the teacher/assessor. Work that is sampled will also have the signature of the Internal Verifier. The student must sign a 'Learner Assessment Submission and Declaration' for every assignment submitted. Any work you submit will not be assessed until a Learner Declaration Form has been completed and signed by you. Forms upload electronically can be digitally signed with your college email address.

24 Grievances and Appeals

- 24.1 There may be times when you are not happy with a grading decision or the application of rules by your teacher. If you would like to appeal a decision, or you have a grievance about the course, then you should consult the BTEC team in the following order:
- Stage 1: Speak to your Teacher/Assessor
 - Stage 2: Speak to the Course Leader
 - Stage 3: Speak to the Lead Internal Verifier and/or the Head of Department
 - Stage 4: Speak to the Director of Learning and/or the BTEC Quality Nominee

25 Feedback

- 25.1 Once you have started working on an internal assignment, which will contribute to your overall grade, you must work independently to produce and prepare evidence for this assessment. Your teacher will be limited as to the level of feedback that they can provide

26 Plagiarism

- 26.1 Your BTEC controlled assignment/coursework counts towards your final grade. Therefore, any plagiarism in assignment work will be treated as serious as cheating in an examination.
- 26.2 When you sign a student declaration for each assignment, you are stating that you have not used any form of plagiarism.
- 26.3 If the situation is deemed to be severe on the first occasion or plagiarism is repeated a second time or if it occurs in another subject, you risk being withdrawn from the course/courses in question and none of your completed units will be awarded (if applicable).

- 26.4 Please be aware that, if this situation arises, the College will be required to inform the Examination Board. If this is necessary, this may well place your achievement and a grade in all your other courses in jeopardy as it is at the discretion of the Examination Board to invalidate all your results.
- 26.5 It should also be noted that a student who allows another student to use their completed work for plagiarism purposes, including sending the work by email or passing on a hard copy, could also be dealt with in a similar manner.
- 26.6 If you think you are struggling with an assignment task, please advise your teacher or tutor immediately. We will provide all the help necessary for you to be able to attempt the task. At no point should you ask your fellow student(s) to 'send' you, their work!
- 26.7 If plagiarism is identified during assessment, the work will be returned to you, and you will be told that your Teacher/Assessor cannot assess the work as it is not authentic. Your Teacher/Assessors will not sign the authentication statement if plagiarism is detected.
- 26.8 In less serious cases of Plagiarism (e.g. not referencing all of your sources correctly) your teacher will inform both the Course Manager and the Lead Internal Verifier. After reviewing the evidence, they will decide whether you will be allowed a chance to resubmit the work. The original work will then be invalidated, and you will be given a deadline to resubmit new evidence. This new work must be 100% your own. You will lose the right to any further resubmission or retake. Your Pastoral Director/Senior Tutor will be informed and an ILP entry will record the process.
- 26.9 For more serious cases of plagiarism, such as taking and copying another learner's work without their consent, the matter will go straight to the Lead Internal Verifier and the Head of Department. The relevant Pastoral Director/Senior Tutor will also be informed, and it is expected that your parent(s)/guardian(s) will be contacted. After discussion with all concerned it will be at the discretion of the Lead Internal Verifier as to whether you will be allowed to resubmit the plagiarised work and to what level (e.g. Pass, Merit or Distinction).
- 26.10 Any future incidents of Plagiarism within the College, no matter how minor, will escalate straight to Pastoral Director/Senior Tutor level. As above, it is expected that your parent(s)/guardian(s) will be involved. It will be at the discretion of the Lead Internal Verifier whether you are allowed to resubmit the plagiarised work and to what level (e.g. Pass, Merit or Distinction).

27 The use of AI

- 27.1 If you misuse AI, it is considered malpractice and may attract severe sanctions.
- 27.2 Examples of AI misuse include, but are not limited to, the following:
- Copying or paraphrasing sections of AI-generated content so that the work is no longer your own
 - Copying or paraphrasing whole responses of AI-generated content
 - Using AI to complete parts of the assessment so that the work does not reflect your own work, analysis, evaluation or calculations
 - Failing to acknowledge use of AI tools when they have been used as a source of information
 - Incomplete or poor acknowledgement of AI tools
 - Submitting work with intentionally incomplete or misleading references or bibliographies
- 27.3 Where AI tools have been used as a source of information, your acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/ChatGPT/>), 25/01/2023.
- 27.4 You must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used.
- 27.5 All suspected cases of AI misuse will be referred to the Exam Board.

Appendix A: Assignment Flowchart

