

SUBMISSION PROCEDURE FOR FORMALLY ASSESSED WORK ON VOCATIONAL PROGRAMMES 2023 - 2024

The College **MUST inform learners of their centre assessed marks** as the learner is allowed to request a review of the centre's marking BEFORE MARKS ARE SUBMITTED TO THE AWARDING ORGANISATION. Therefore, this procedure is used in conjunction with the College's Academic Appeals Procedure 2023 – 2024.

Objectives

- 1 To ensure that all students at Brockenhurst College have the same opportunity to achieve their full potential (this applies to Level 2, Level 3 and HE)
- 2 To ensure consistency across all curriculum areas
- 3 To comply with Awarding Organisations' expectations of a centre

Note to Students

It is important to remember that you are working towards a vocational qualification and it is therefore important that you meet deadlines and expected standards of work – as you would be expected to do in the workplace.

The assignments that you will be issued with have been written to give you the opportunity to meet the qualification criteria – it is up to you to produce work to meet that stated criteria by the deadline.

It is essential that you meet the deadline set. This is because the awarding organisation states that learners should not be advantaged by having additional time to complete assignments.

Assignment Writing

- Work set will be designed to meet the required outcomes and give all students the opportunity to achieve the best grade/mark possible
- Assignments are written by the subject teacher and then internally quality assured before issue to ensure accuracy
- Assignments are written using a vocational slant and using a deadline which reflects industry demands and expectations. This will involve the student in planning their time effectively to ensure that all deadlines are met
- Students may well be working on more than one assignment at any given time
- Assignments will include a variety of assessment methods which will include practical skills and applications. Assignment briefs may be presented in a written format but all information will be clearly given and explained
- Clear explanations will be given as to what is required by the student on the assignment brief
- Deadlines will be clearly communicated
- Students will be required to sign a declaration to say the work is all their own (to comply with College Plagiarism Policy)
- Marked work will be returned within 10 working days
- This work will be subject to internal quality assurance processes
- Interim grade/mark will be confirmed to the individual learner

Any student who wishes to challenge the grade/mark will need to follow the College Academic Appeals Procedure (found on CANVAS)



Extenuating Circumstances

We understand that sometimes things can go wrong and there maybe extenuating circumstances that need to be taken into consideration. Examples of extenuating circumstances are included below:

- Personal illness (supported by a Doctor's certificate)
- Illness within the family
- Bereavement
- Personal accident
- Serious injury
- Custodial sentence
- Unplanned circumstances (e.g. caring responsibilities) which are authorised by LIV/Head of Curriculum

Assessment and submission rules

Learners must be registered on the correct qualification for any assessment to be valid – this is the responsibility of the curriculum area via Exams.

Opportunities for resubmission

Every assignment contributes to the final qualification grade therefore it may be appropriate for the Lead Internal Verifier (LIV) to authorise **one opportunity for a learner to resubmit evidence** to meet assessment criteria targeted by an assignment.

A Lead Internal Verifier can authorise a submission when all of the following conditions have been met

- The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension
- The learner has correctly authenticated the evidence
- The assessor judges that the learner will be able to provide improved evidence without further guidance
- 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

If the learner has not met all of the above the LIV will not authorise a resubmission. The LIV must keep a clear auditable communication trail to support each of their decisions.

In the cases where the LIV authorises a resubmission the following will be completed

- The authorisation must be recorded on the assessment form
- The student will be given a deadline for resubmission within 10 working days (this must be within term time, in the same academic year as the original submission)
- The assignment is undertaken by the learner with no further guidance
- Feedback must be received by the learners close to the assessment date. It is not permissible for assessors to retain the feedback until the following term for example, just before a resubmission week or at the end of the year once the learner's overall achievement for the qualification is known.
- The LIV must ensure that giving a further opportunity does not give an unfair advantage over other learners, for example through the opportunity to take account of feedback given to other learners.

Procedure for resubmission

- If the LIV does authorise a resubmission, it **must** be:
- **Recorded** on the assessment form



- **Given a deadline** for resubmission within 10 working days (these 10 days must be within term time, in the same academic year as the original submission)
- Undertaken by the learner with **no further guidance**

The Standards Verifier will require everyone to include evidence of resubmitted work in sampling, including:

- **Evidence of LIV authorisation**, signed and dated, with the resubmission deadline clearly stated
- **The original learner work accompanied by a signed and dated declaration of authenticity by the learner**
- **The first submission assessment record accompanied by a signed and dated declaration of authenticity by the assessor**
- **The initial assessment record**
- **The resubmitted learner evidence**, accompanied by a signed and dated **declaration of authenticity** by the learner
- **The resubmission assessment record**, detailing the additional learner evidence submitted and showing any related changes to the assessment decisions
- Confirmation from the assessor that the **resubmitted evidence is authentic** and is the learner's own work
- Documentation of the internal verification of the resubmissions assessment decisions, if applicable.



Retakes

Retakes are available for the following qualifications

- BTEC Level 1 Entry and Introductory Suite
- BTEC Level 1/2 Tech Awards (from 2017)
- BTEC Level 2 and 3 Technicals
- BTEC Level 3 Nationals

NOTE

- **Retakes are not available on the BTEC 2012 Firsts due to the fallback Level 1 criteria**

Opportunity for a retake

If a learner has met all of the conditions listed in the opportunity for resubmission but has still not achieved the targeted pass criteria following the resubmission of an assignment, the LIV may authorise one retake opportunity to meet the required pass criteria. The Lead Internal Verifier must only authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

Conditions for retaking a new assignment – As all of the above and in addition if a learner has met all of the conditions listed in Opportunities for resubmission but still not achieved the targeted pass criteria following resubmission of an assignment, the LIV **may** authorise **one retake** opportunity to meet the required pass criteria.

The LIV **must only** authorise a retake in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

- The retake must be a new task or assignment targeted only to the pass criteria which were not achieved in the original assignment
- Refer to the current BTEC Centre Guide to Internal Assessment
- The deadline must fall within the same academic year that the initial submission was made
- The assessor cannot award a merit or distinction grade for a retake
- The assessor must agree and record a clear deadline before the learner starts a retake
- The learner and the assessor must sign declarations of authentication as they both did for the previous submissions
- The learner will not be allowed any further resubmissions or retakes
- Standards Verifiers will require evidence of any retakes in the sampling
- Whilst retakes do not need to be taken within a set time frame and can be completed at any time, they must still take place within the same academic year that the initial submission was made. It is also important to remember that a unit/component is not complete until all resubmission and retakes are finalised. Leaving a retake opportunity until the end of the academic year can impact your centre's ability to complete standard verification activity. More importantly, it can also impact a learner's ability to recall information which could disadvantage them.

*It is important to note and understand that there will be no further assessment opportunities after this stage has been attempted. Therefore, it is important that every learner makes the most of every assessment opportunity and makes sure they understand what is required of them **BEFORE** they start the assessment.*



Feedback to students

This will be given within 10 working days after the deadline date. . Standard forms – relevant to each department/subject area – will be used by all lecturers' teachers detailing interim grades and areas that could be improved to achieve a higher grade.

In-class assessments Group work

Dates for these will be issued throughout the year. Failure to attend this assessment, without a valid reason, will result in non-achievement.

OCR Cambridge Technicals

The QCF qualification does not allow for compensation – this means that learners must achieve every pass criteria in order to successfully achieve the qualification. OCR Technicals do not require a LIV however, the college require this role to be undertaken

WJEC (Assignments written by the Awarding Organisation)

All work to be submitted in accordance with the deadlines set. The internal assessments need to be sat at the appropriate times and failure to arrive could result in a fail. All extenuating circumstances must be discussed with the Head of Curriculum **prior** to the assessment and must comply with the accepted list of reasons.

Re-submissions will be offered to learners who achieve a “U” grade and learners with mitigating circumstances and have the written agreement of the Head of Curriculum.

Higher Education

Foundation Degree in Early Years

BA (Hons) in Early Childhood Level 6 Top-up

To preserve the Higher Educational Character, it is vital that we work to our Academic Partner's (Chichester) rules. Formal assessments are set by the University of Chichester and it is the responsibility of the Academic Partner (Brockenhurst College) to ensure all deadlines are met in line with the submission policy.

All work is to be submitted on the set date which has been notified to learners.

Re-sits (Referred)

Students who have re-sits have to re-submit in ALL elements of the assessment even if they have submitted and passed previously. Extensions are NOT allowed on re-sits and different submission dates should NOT be agreed with students.

If a student is unable to re-submit by the deadline and they have good reason then they need to submit a claim for mitigation. If students contact us or the Programme Offices, asking about dates or which parts they have to re-submit in, this is the advice we will be giving them.

First sits (Deferred)

Students who have first sits due to mitigation being accepted only have to complete the elements of assessment not submitted. Extensions can be given for first sits, but the new submission date cannot go beyond your next Board of Examiners. The late penalty rule can also be used for first sits.

Link to the University of Chichester's mitigating circumstances:

<https://www.chi.ac.uk/about-us/policies-and-statements/academic-quality-and-standards/mitigating-circumstances/>



ACCESS to HE Diploma

Student submits work to deadline. Ungraded units are marked as Achieved/Not achieved. For graded units the assessment criteria are marked and then the assignment is eligible for grading (Merit or Distinction)	Work is marked and graded. No resubmission opportunity is available (grade polishing not permitted).
Learner does not meet the deadline and does not request an extension/no extenuating circumstances	Learner may submit the work but for graded units the assignment is capped at a Pass. If the work does not meet all assessment criteria there is no opportunity for resubmission and the unit is failed.
Learner does not meet the deadline but has requested an extension due to extenuating circumstances	Work is marked and graded. The learner is able to have a resubmission.