



## **SUBMISSION PROCEDURE FOR FORMALLY ASSESSED WORK**

### **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 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. Meeting deadlines – 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 that 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
- Work 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 Appeals procedure (found in individual Course Handbooks and on the College Intranet)



### **Extenuating Circumstances**

- 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**

#### **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.

#### **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 **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



## Retakes

Retakes are available for the following qualifications

- BTEC Level 1 Entry and Introductory Suite (from 2016)
- BTEC Level 1/2 Tech Awards
- BTEC Level 2 and 3 Technicals
- BTEC 2010 Level 3 Nationals (Legacy)
- BTEC Level 3 Nationals (from 2016)

### NOTE

- Retakes are not available on the BTEC 2012 Firsts due to the fallback Level 1 criteria
- Retakes for BTEC Level 1/2 Tech Awards are targeted at the Level 1 Pass and not the Level 2 Pass criteria

### QCF Qualifications only

The QCF qualification does not allow for compensation – this means that BTEC Firsts and Nationals on the QCF require learners to achieve every pass criteria in order to successfully achieve the qualification.

### 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.

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 BTEC Centre Guide to Assessment
- 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

*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.*

### Retakes NQF

BTEC Firsts and Nationals on the NQF do not require learners to achieve every pass criterion



in order to successfully achieve the qualification. **Retakes are therefore not available to learners studying BTEC Firsts and Nationals on the NQF.**

### **Feedback to students**

This will be given within 10 working days after the deadline date and will be in writing. 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.



**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.