

# Rules for BTEC Internal Assessment

BTEC Firsts and Nationals from 1<sup>st</sup> September 2014

**From 1<sup>st</sup> September 2014, we are introducing new rules for internal assessment which will apply to all BTEC Firsts and Nationals.** These rules will apply to the internal assessment of units for **all BTEC Firsts and Nationals** on the Qualifications and Credit Framework (QCF) and the National Qualifications Framework (NQF) from 1<sup>st</sup> September 2014. They will not apply retrospectively to the internal assessment of units completed before that date.

## 1. Assessment rules

### 1.1 Providing feedback to learners

The tutor must decide when the learner is fully prepared to undertake the assessment. Once learners are working on assignments which will be submitted for assessment, **they must work independently** to produce and prepare evidence for assessment.

Before starting an assessment, the tutor **must** ensure each learner understands the:

- assessment requirements
- nature of the evidence they need to produce
- importance of time management and meeting deadlines.

Once the learner begins work for the assessment, the tutor **must not**:

- provide specific assessment feedback on the evidence produced by the learner before it is submitted for assessment
- confirm achievement of specific assessment criteria until the assessment stage.

### 1.2 Submission of evidence

Only **one submission** is allowed for each assignment. The assessor must formally record the assessment result and confirm the achievement of specific assessment criteria.

Each learner **must** submit:

- an assignment for assessment which consists of evidence towards the targeted assessment criteria
- a signed-and-dated declaration of authenticity with each assignment which confirms they have produced the evidence themselves.

The assessor **must**:

- formally record and confirm the achievement of specific assessment criteria
- complete a confirmation that the evidence they have assessed is authentic and is the learner's own work.

The assessor **must not**:

- provide feedback or guidance on how to improve the evidence to achieve higher grades.

### 1.3 Opportunities for resubmission

Because every assignment contributes to the final qualification grade, it may be appropriate for the Lead Internal Verifier to authorise one opportunity for a learner to resubmit evidence to meet assessment criteria targeted by an assignment.

The Lead Internal Verifier **can only authorise a resubmission if all of the following conditions are met**:

- the learner has met initial deadlines set in the assignment, or has met an agreed deadline extension
- the tutor 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 a learner **has not** met the conditions listed above, the Lead Internal Verifier **must not** authorise a resubmission.

*XNB*