

# ASSESSMENT POLICY

<b>Policy Owner</b>	<b>Quality Assurance and Compliance Department</b>
<b>Approved By</b>	<b>Governing Body</b>
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## 1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

## 3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Assessors and Quality Assurers
- c. Learners

B-TIC

- a. Staff
- b. Registrar
- c. Quality Assurers

## 4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

<b>OGCR Reference</b>	<b>Page</b>	<b>Title of the Section</b>
Condition - E4	54	Ensuring an Assessment is Fit For Purpose and can be Delivered
Condition - G1	80	Setting the Assessment
Condition - G2	82	Language of the Assessment
Condition - G3	82	Use of Language and Stimulus Materials
Condition - G4	84	Maintaining Confidentiality of Assessment Materials
Condition - G8	96	Completion of the Assessment under the Required Conditions
Condition - G9	98	Delivering the Assessment

<b>OGCR Reference</b>	<b>Page</b>	<b>Title of the Section</b>
Condition - H1	110	Marking the Assessment
Condition - H2	111	Moderation where an Assignment is Marked by a Centre
Condition - H3	113	Monitoring the Specified Levels of Attainment for a Qualification
Condition - H4	113	Adjudication by Ofqual of Specified Levels of Attainment for a Qualification
Condition - H5	114	Results for a Qualification must be based on Sufficient Evidence
Appendices	-	Assignment Brief IVQA Form EVQA Application Form Provisional Grading Sheet for EVQA Pre Marking Standardisation Exercise Sheet Sample Assignment Brief

Relevant Policies/Others to be used in conjunction with,

1. B-TIC Academic Misconduct Policy
2. B-TIC Appeal and Complaints Policy
3. B-TIC Centre Agreement
4. B-TIC Centre Handbook
5. B-TIC Data Protection Policy
6. B-TIC Glossary of Terms
7. B-TIC Maladministration and Malpractice Policy

8.B-TIC Reasonable Adjustment and Special Consideration Policy

9.B-TIC Quality Assurance Policy

10.B-TIC Standardisation Policy

## 5. Definitions

<p><b>Assessment</b></p>	<p>Judgment of Coursework, Presentation, Dissertation, Portfolio, Professional Discussion, Credit Transfer Assessment, Practical Examination, Written Examination, Observation, supervised work experience and all other forms of Assessment which evaluates understanding, knowledge, skill and attitude against specific Learning Outcomes and Assessment Criteria of a Unit in B-TIC Qualifications.</p>
<p><b>Assessors</b></p>	<p>Those who write Assessments in B-TIC or Centres and who assess Learner's work internally and make decisions about understanding, skill, knowledge and attitude in Centres.</p>
<p><b>Assignment Brief</b></p>	<p>Guidance provided for Learners on how to complete a specific item of an Assessment of each and every Learning Outcome and Assessment Criteria of each and every Unit in a B-TIC Qualification.</p>
<p><b>Assessment Criteria</b></p>	<p>The specific standards that Learners need to meet in order to achieve success in Learning Outcomes Units and Qualifications or part of it. Criterion reference Assessments measure achievements against approved Assessment Criteria of each Learning Outcomes.</p>

<p><b>External Verification for Quality Assurance (EVQA)</b></p>	<p>A process carried out by B-TIC approved Quality Assurers which verify Recognised Centres working to the required standards, sampling Assessment and Learner evidence of achievement, ensuring rigorous processes are in place for the Assessment, tracking and recording of individual Learner achievements in accordance with B-TIC requirements and recommending the Awards to Learners.</p>
<p><b>Internal Verification for Quality Assurance (IVQA)</b></p>	<p>A process carried out internally which verify Assessment practices and decisions to ensure standard, consistency and fairness in Assessment.</p>
<p><b>Pre Marking Standardisation Exercise</b></p>	<p>An exercise by the Assessors to familiarise the standard of Learner's sample work to set the standards for marking of Units and Learning Outcomes.</p>
<p><b>Stimulus Materials</b></p>	<p>Materials provided to the Learner before or at the time of the Assessment which facilitate the Learner's demonstration of his or her knowledge, skills and understanding. Tasks in an Assessment may relate directly to the materials and a Learner may make direct reference to the materials in completing the Assessment. Such materials may include, for example, charts, diagrams, pictures, quotations or machinery.</p>

## 6. Policy Statement

### 6.1 General

B-TIC engages a variety of strategies as to meet the needs of Learners that can assess full range of knowledge, skill and understanding while maintaining the quality of Qualifications.



## 6.2 Assignment Brief

B-TIC shall ensure that the Level of Demand of an Assessment is consistent,

- a. Across all options as to tasks which may be completed by a Learner for the purposes of the Assessment,
- b. With the Level of Demand of any other Assessment which may be completed by a Learner as an alternative to the Assessment for the purpose of the Qualification and
- c. With the Level of Demand of previous Assessments and of any specimen Assessment materials which the Awarding Organisation has published in relation to the Qualification (G1.2).

B-TIC shall produce a written Assignment Brief which sets out clear and unambiguous criteria against which Learners' Levels of attainment will be differentiated (G1.3). (Refer Sample Assignment Brief and Assignment Brief IVQA Form).

## 6.3 Language of the Assignment

Assessment shall be in English in England (G2.1).

Assessment may be in British Sign Language for the purpose of Reasonable Adjustments.

B-TIC shall take all reasonable steps to ensure that Assessments in different languages are at consistent Level of Demand for Learners.

Assessment may be in any other language if primary objectives of the Qualification,

- a. Is to gain knowledge of skills in understanding of that language or
- b. To support a role in the workplace providing that proficiency in English is not required for the role supported by the Qualification.

Assessment shall use only appropriate language and Stimulus Materials which,

- a. Enable Learners to demonstrate their Level of attainment,
- b. Require knowledge, skills and understanding which are required for the Qualification,
- c. Is clear and unambiguous (unless ambiguity forms part of the Assessment) and are not likely to cause unnecessary offence to Learners (G3.1;G3.2).



The language and Stimulus Materials shall be appropriate for,

- a. The age of Learners,
- b. The Level of the Qualification,
- c. The objective of the Qualification and
- d. The knowledge, skills and understanding assessed for the Qualification.

Language or Stimulus Materials shall not lead any unreasonable disadvantage to anyone in the level of attainment that they are able to demonstrate in the Assessment.

B-TIC shall maintain the confidentiality of Assessment materials or information where the Qualification requires accurate measure of attainment.

B-TIC shall have clear and effective arrangements to scrutinise Centre Assessment Standards in respect of the Assessment when Centres mark evidence generated by a Learner in an Assessment (H2.1).

B-TIC shall comply with any requirements which may be published and revised communicated to it in writing when scrutinising any Centre Assessment Standards (H2.2).

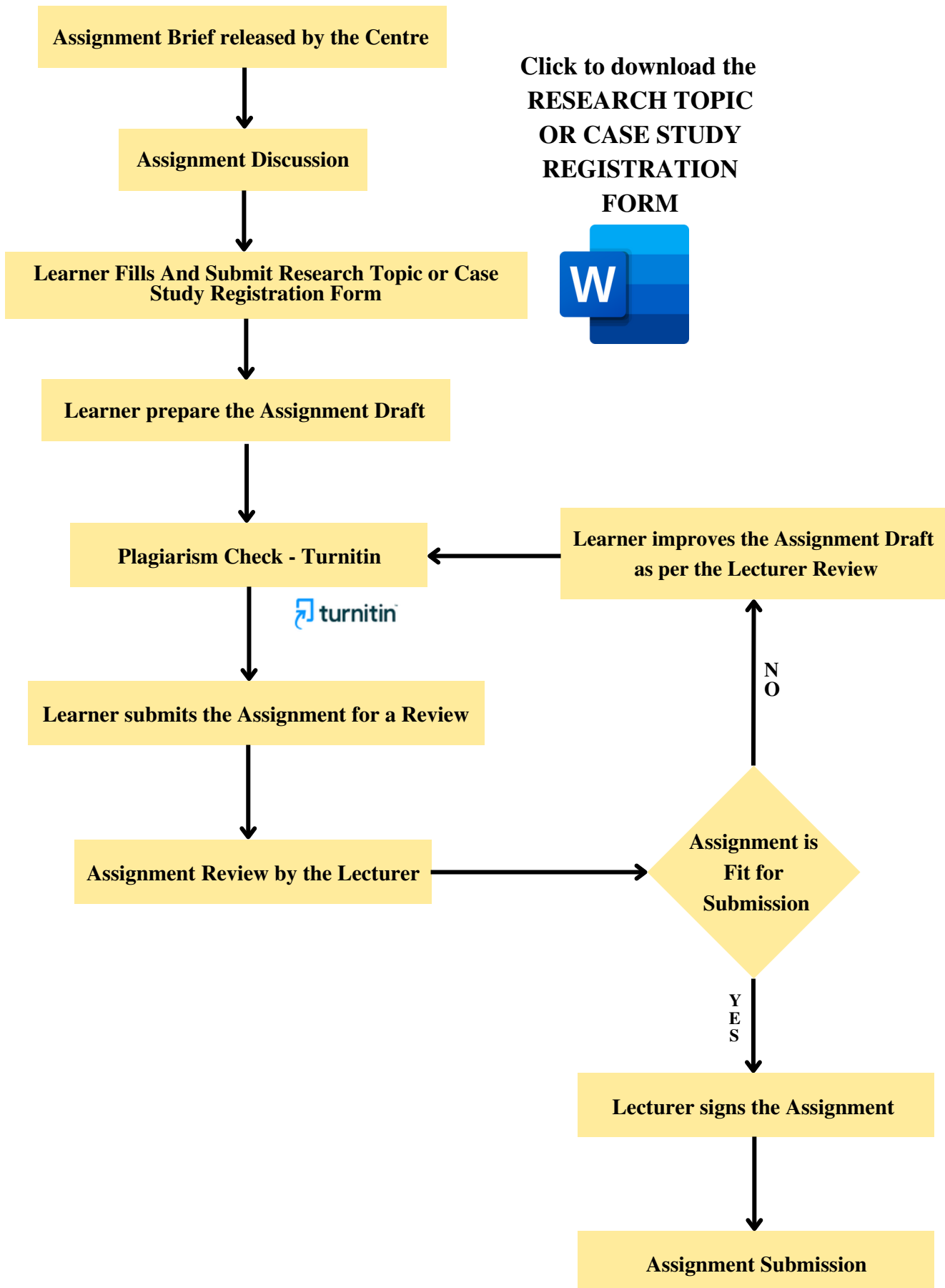
## **6.4 Assessment Data**

There should be appropriate arrangements in place to document and maintain the assessment data with backup system of Assignment brief IVQA, First Marking, Second Marking and EVQA process.

B-TIC shall treat Assessment Data in accordance with the Data Protection Policy.

The Learners should be able to provide a copy of all the submitted assessments if B-TIC recalls for it, for at least 2 years since the date of submission. For further reference on assessments, refer B-TIC Assessment Policy.

## 6.5 Assignment Submission Process



## 6.6 Moderation

B-TIC's arrangements in respect of Centre Assessment Standards Scrutiny must include Moderation,

- a. Of an Assessment for a Qualification specified in a list which may be published by Ofqual and revised from time to time and
- b. In circumstances which Ofqual has communicated to the Awarding Organisation in writing and in all other cases may include Moderation (H2.3).

B-TIC must ensure that any Moderation shall effectively determine whether or not,

- a. The Assessment remains fit for purpose and
- b. The Criteria against which Learners' performance is differentiated are being applied accurately and consistently by Assessors in different Centres regardless of the identity of the Assessor, Learner or Centre (H2.4).

B-TIC moderation must ensure,

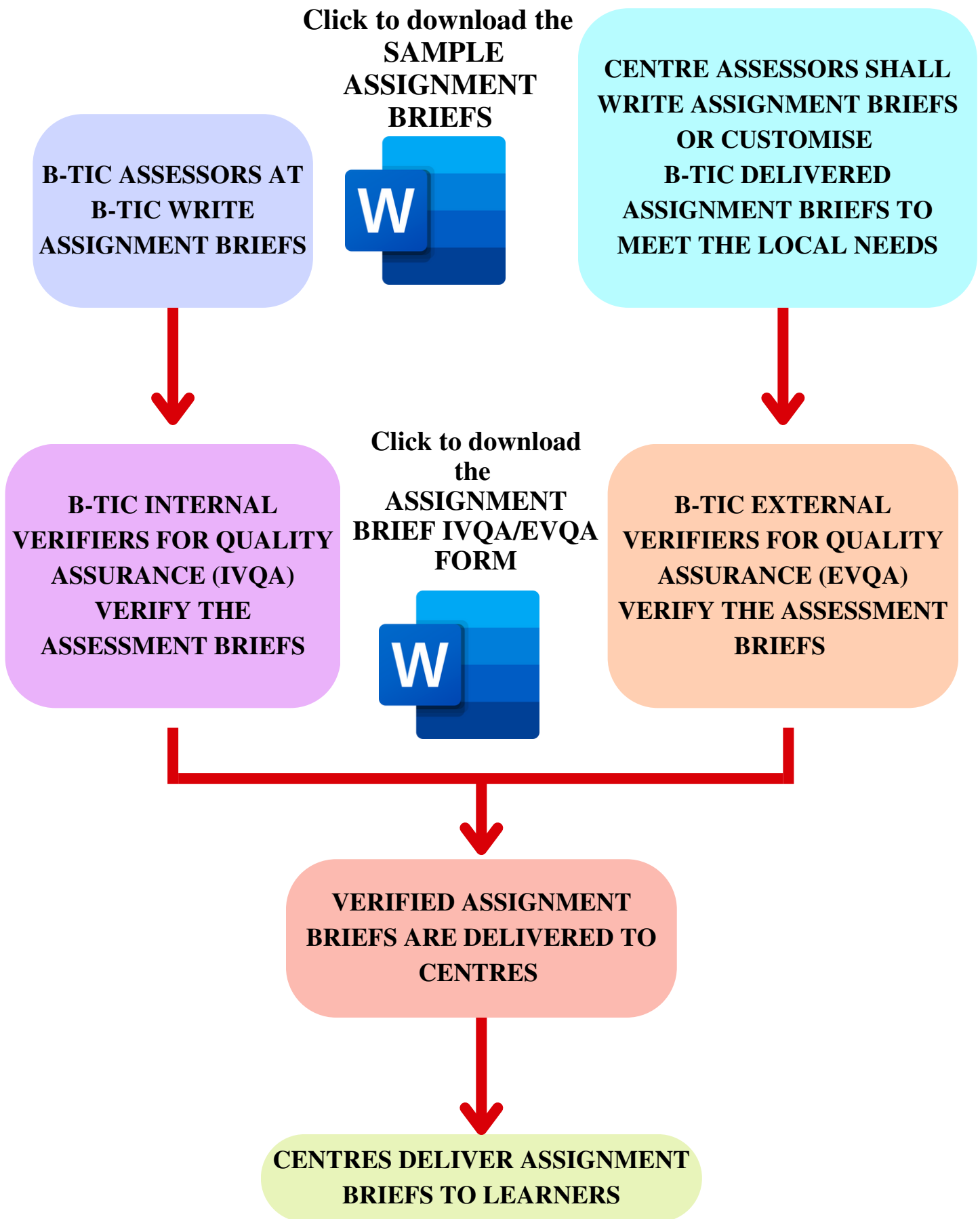
- a. That it is able to make any necessary changes to a Centre's marking of evidence generated by a Learner in an Assessment and
- b. That the Assessment remains fit for purpose or that the criteria against which Learners' performance is differentiated are being applied accurately and consistently (H2.5).

## 6.7 Process and Procedures

### Assignment Brief - Internal Verification for Quality Assurance

B-TIC shall Quality assure the proposed Assignment Briefs before they are delivered to Learners to ensure standards across every Assessment series and over time similar and up to the standard.

B-TIC shall ensure "Assignment Briefs" are set well in advance to allow enough time for IVQA.



## 6.8 First Marking

Assessors shall hold the Pre-marking Standardisation Exercise before the first marking.

### Pre-Marking Standardisation Exercise

Once Assignments are submitted by the Learner, Recognised Centres shall standardise Learner response to set the standard for marking.

Gather sample Learner response for each Unit from different series of cohort.

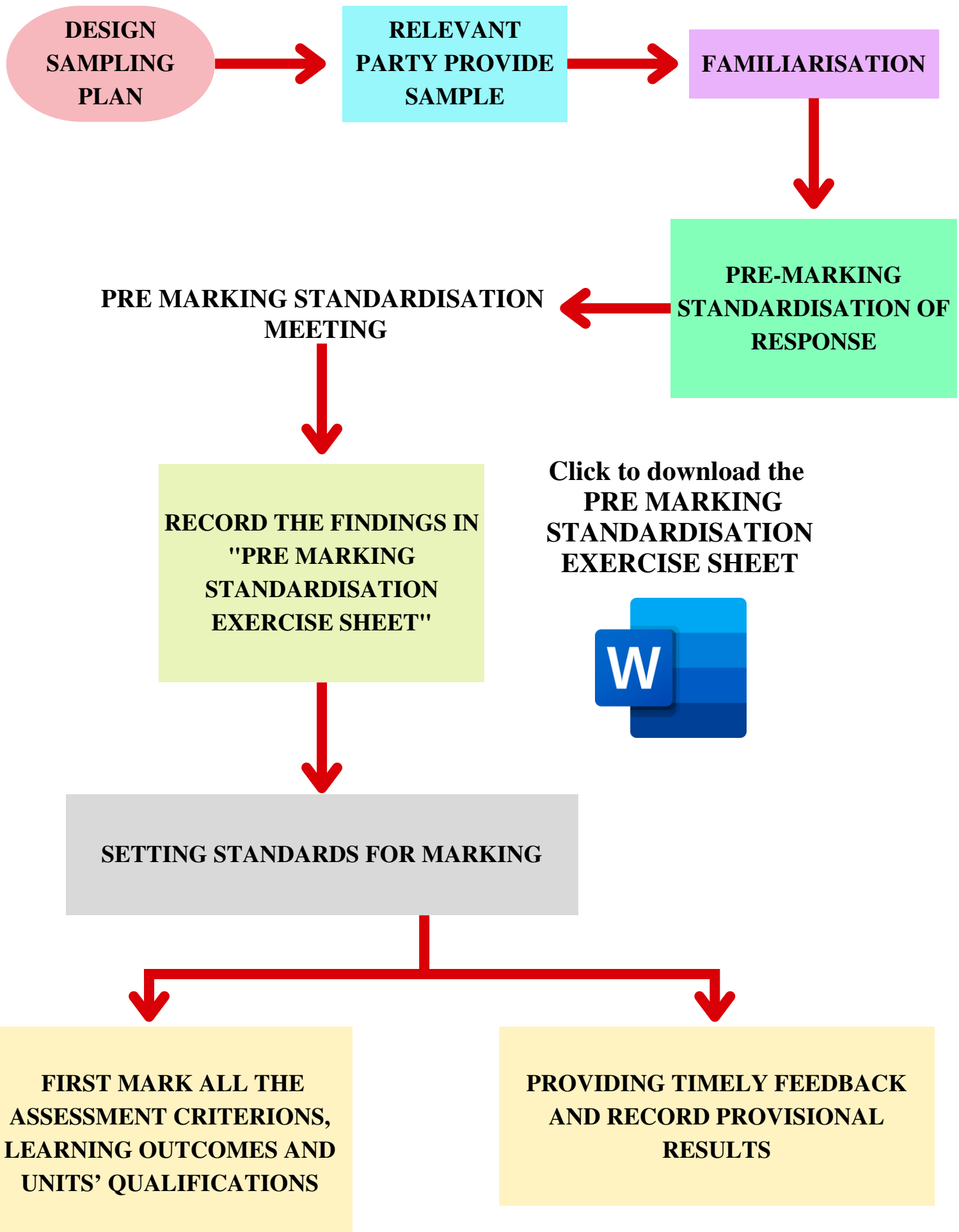
**Familiarisation Process:** Read all the responses of each Unit and task to familiarise with the response and mark them to familiarise even though those markings are not retained.

**Pre-Standardise of Response:** Categories sample responses which appropriately demonstrate the standard for the Levels and Grades (Distinction, Credit and Pass and Re-submission) to set the standers to mark the papers.

**Pre Standardisation Meeting:** Discussion of all Assessors collaboratively on the standard set above before the marking.

**Key Documents of Marking:** Assignment Briefs and Pre-Standardised Learner responses and marking scheme.

Assessors shall first mark all the Assessment Criteria, Learning Outcomes and Units' Qualifications in accordance with Pre-Standardised Learner responses and marking scheme by providing timely feedback in the marking rubric and record provisional results in accordance with the requirements of B-TIC.



## 6.9 Second Marking (Internal Verification for Quality Assurance)

Internal Verifier for Quality Assurance (IVQA) shall second mark all the components of all first marking (Double Marking). The IVQA should not be the Assessor of the Assessment who marked first .

IVQA is not necessary for Assessments that are purely formative which do not contribute to the overall result for the Unit.

Where Assessment does not involve production of written work or other physical artefacts IVQA should be present at the time that the Assessment is observed or by having access to an audio or video recording of the event.

In the event that the Assessors and IVQAs are not able to agree final grade, a second IVQA may independently review the relevant Assessments and the First Marker's and IVQA's' grades and comments and to seek to resolve the disagreement.

IVQA must provide appropriate and timely feedback to the first markers and record provisional result in the Internal Verification For Quality Assurance Form in the Assignment Brief. They shall "Internally Standardise" the marking of first Assessors in accordance with the Standardisation Policy.

## 6.10 External Verification for Quality Assurance

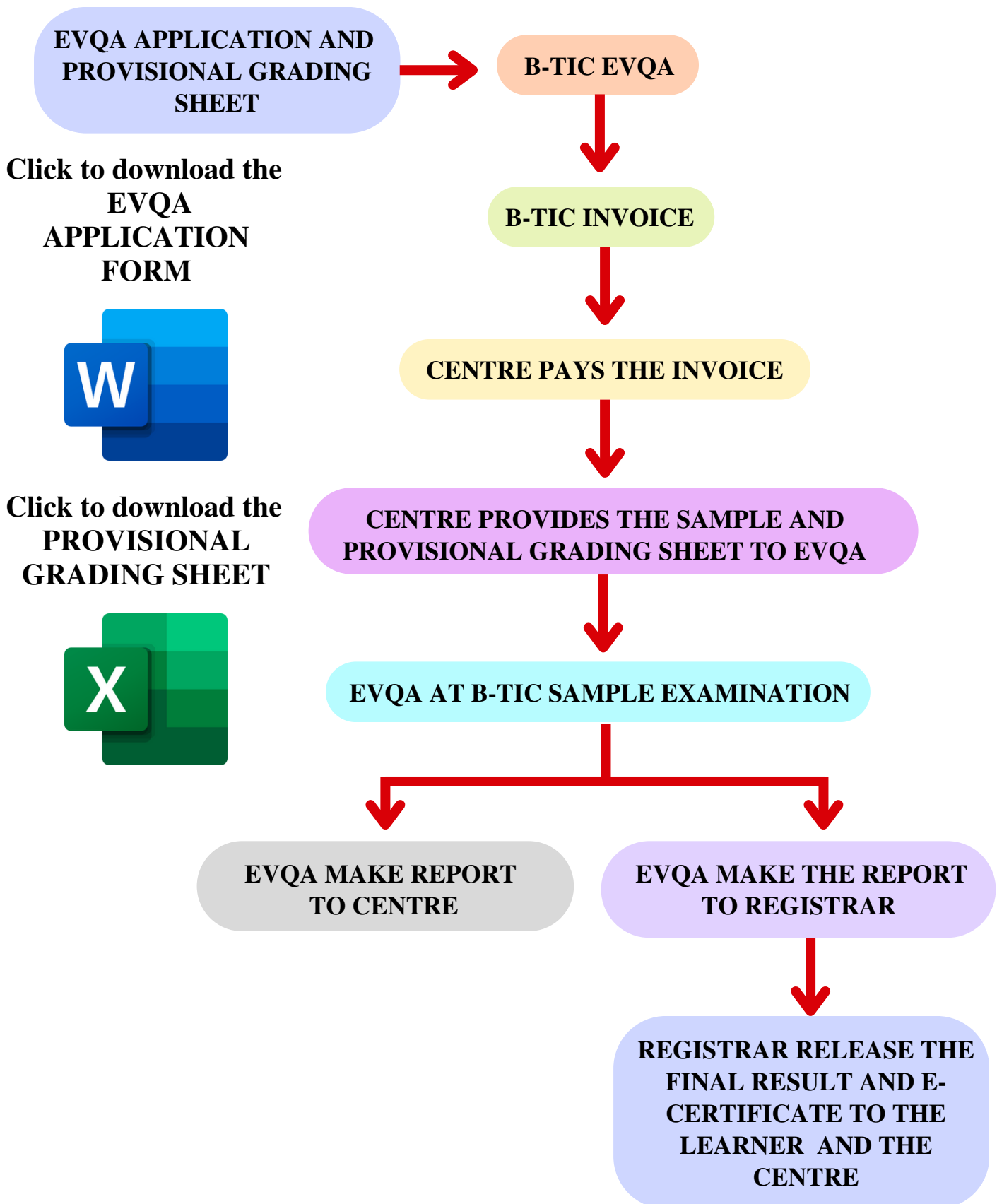
Centre shall proceed for EVQA from B-TIC.

Internal Verifiers shall provide the EVQA provide representative sample of Learner response, feedback and grades awarded by first marking and feedback of IVQA for EVQA to B-TIC within the agreed timescale and prior to the deadline given.

B-TIC Quality Assurer shall Externally Verify samples for Quality Assurance to ensure that the level of attainment of Learner in terms of fairness, transparency, rigours, quality, reliability, validity, objectivity and consistency in Assessment procedures across Units and Qualifications.

Quality Assurers shall provide EVQA report to Centres and Registrar verify the report and provide Certificate.





*End of Policy*

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.**



**Email- [info@b-tic.uk](mailto:info@b-tic.uk)**



**[www.b-tic.uk](http://www.b-tic.uk)**