

September 2015

Dear Parent/Carer

### **BTEC Assessments**

As you are aware, your son/daughter has chosen to study the BTEC Business Level 2/3 course. I thought I would take this opportunity to explain our assessment procedures clearly as they are very different to the GCSE courses that are also offered at school.

Students on the BTEC Business Level 2/3 course will complete a number of assignments for each unit of work they undertake. I have detailed these below:

<b>Level 2 course (Year 10)</b>	<b>Level 2 course (Year 11)</b>
Unit 1: 2 assignments Unit 3: 2 assignments	Unit 2: On-line test Unit 4: 2 assignments

  

<b>Level 3 course (Year 12)</b>	<b>Level 3 course (Year 13)</b>
Unit 3: 4 assignments Unit 4: 5 assignments Unit 5: 2 assignments Plus 3 other units studied at Sandringham	Unit 9: 4 assignments Unit 37: 3 assignments Unit 12: 2 assignments Plus 3 other units studied at Sandringham

During lessons, staff will spend time teaching the relevant course content so that students are able to complete their assignments fully. Time is allocated to writing the assignments during lessons, however, students will also be asked to add detail or complete them as a home learning task. During lesson time, students are all given verbal feedback on the progression of their assignment but **staff are not permitted to take work in and mark it** before the summative deadline. This is in accordance with EdExcel's assessment regulations.

The 'summative deadline' date for each assignment **must** be adhered to. The assignment is then marked by the relevant teacher and given back to the student. The student may then be able to resubmit their work if the following criteria are met:

- The teacher feels that the student can improve the work **on their own and in their own time.**
- The summative deadline was met.
- The student signs a declaration to confirm that the work is their own.

Providing all of these criteria have been met, the student then has 10 days to improve their work. Clearly, students should ensure that they complete the assignment fully for the summative deadline as there is no guarantee that they will be able to re-submit their work. This has been explained to all students at the beginning of their course and is also detailed in their student handbook, a copy of which they have already received.

Should you have any further questions, please do not hesitate to contact me at school.

Kind regards

E Dundjerovic (Miss)  
BTEC Business Programme Manager