



## **BTEC Policy**

<b>Executive Head:</b>	<b>Dan Nearney</b>
<b>Chair of Management Committee:</b>	<b>Ian Hawkins</b>
<b>Date of Policy:</b>	<b>February 2026</b>
<b>Date of Review:</b>	<b>February 2027</b>

**Document Control/ Review Sheet**

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

<b>Version Number</b>	<b>Version Description/ changes</b>	<b>Date of Revision</b>
001	BTEC – Original proforma given to Simon Dent who has personalized the document and adapted it for Rivers. No changes made to the document after revision by Simon in January 2026	February 2026

## BTEC Registration & Certification Policy

Aim:

1. To register individual learners to the correct programme within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, Rivers ESC will:

- Register each learner within the awarding body requirements
- Register each learner on the appropriate programme code, before any assessment activity is completed
  - Provide a mechanism for programme teams to check the accuracy of learner registrations ■  
Make each learner aware of their registration status
  - Inform the awarding body of withdrawals, transfers or changes to learner details
  - Ensure that certificate claims are timely and based solely on internally verified assessment records
- Audit certificate claims made to the awarding body
  - Audit the certificates received from the awarding body to ensure accuracy and completeness ■  
Keep all records safely and securely for three years post certification.

Procedures for -

- Registration — Deputy Head — Quality Nominee — Subject leader — Exams officer
- Transfer — Deputy Head — Quality Nominee — Subject leader — Exams officer
- Withdrawal — Deputy Head — Quality Nominee — Subject leader — Exams officer
- Unit Certification — Subject leader- Quality Nominee — Exams Officer
- Certification — Subject leader — Quality Nominee - Officer

Staff roles and responsibilities for each process, as appropriate

Key dates & actions — Exams Officer to highlight key dates, Quality Nominee to coordinate entries, Subject leaders to identify entries, Deputy Head to approve

Policy review & update and version control details — Quality Nominee to work with exams officer each September to update and review.

## Assessment Policy

Aim:

1. To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
2. To ensure that the assessment procedure is open, fair and free from bias and to national standards
3. To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, River ESC will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- Produce a clear and accurate assessment plan at the start of the programme/academic year
- Provide clear, published dates for handout of assignments and deadlines for assessment
- Assess learner's evidence using only the published assessment and grading criteria
- Ensure assessment practices meet current BTEC assessment requirements and guidance
- Ensure that assessment decisions are impartial, valid and reliable
- not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for Malpractice
- Maintain accurate and detailed records of assessment decisions

Maintain a robust and rigorous internal verification procedure

- Provide samples for standards verification/external examination as required by the awarding organisation
- Monitor standards verification/external examination reports and undertake any remedial action required
- Share good assessment practice between all BTEC programme teams
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
- Provide resources to ensure that assessment can be performed accurately and appropriately
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Approval Centre Agreement

- Assessment — Subject teacher — Subject leader — Internal verifier
- Resubmission/ retakes (as appropriate) Subject teacher — Subject leader Quality Nominee
- Assignment design / assignment brief — Subject teacher — Internal verifier — Quality Nominee
- Assessment plans — Subject teacher - Internal Verifier — Quality Nominee
- Assessment recording/ tracking for learners — Subject teacher — Subject leader- Quality Nominee

Staff roles and responsibilities for each process, as appropriate

Key dates & actions — Subject teacher to follow Assessment Plan

Policy review & update and version control details — Quality Nominee and Exams officer to review in September

### Internal Verification Policy -

Aim:

1. To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level - Level 3)
2. To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
3. To ensure that the Internal Verification procedure is open, fair and free from bias
4. To ensure that there is accurate and detailed recording of Internal Verification decisions.

In order to do this, [add centre name] will ensure:

- Where required by the qualification, appoint a Lead Internal Verifier is appropriately for each subject area, is registered with Pearson and has undergone the necessary standardisation processes
- Each Lead Internal Verifier oversees effective Internal Verification systems in their subject area
- Staff are briefed and trained in the requirements for current Internal Verification procedures
- Effective Internal Verification roles are defined, maintained and supported Internal Verification is promoted as a developmental process between staff
- Standardised Internal Verification documentation is provided and used
- All centre assessment instruments are verified as fit for purpose
- An annual Internal Verification schedule, linked to assessment plans, is in place ■ An appropriately structured sample of assessment from all programmes, units, sites and Assessors is Internally Verified, to ensure centre programmes conform to national standards
- Secure records of all Internal Verification activity are maintained
- The outcome of Internal Verification is used to enhance future assessment practice.

Top tip: You now need to add your centre specific procedures, making sure that you cover the following as a minimum requirement. You can do this in a format that suits you (i.e. flowchart, process map, bullet points or descriptive text etc)

IV schedules

- LIV registration — Exams officer — Quality Nominee — Internal Verifier
- OSCA accreditation / standardisation activities — Subject teacher — Internal Verifier — Quality Nominee
- Staff briefing / annual updating — Quality Nominee/exams officer — Subject leader — Subject teacher
- IV of assignments — Internal verifier — Subject leader — Subject teacher
- IV of assessment decisions — Internal verifier — Subject leader — Subject teacher
- Maintenance of IV records — Quality Nominee

- Standards verification (Entry to L3) / External Examination (L4,,7) monitoring and review — Quality Nominee — Subject leader- Subject teacher

Staff roles and responsibilities for each process, as appropriate

Key dates & actions for processes & procedures — Quality nominee and exams officer to review through the year.

Policy review & update and version control details — Quality nominee and exams officer to review in September

#### APPENDIX E: REGISTRATION & CERTIFICATION FOR BTEC COURSES

- The Quality Nominee is responsible for the Edexcel BTEC curriculum and informing the Exams Officer of courses to be run and needing to be approved.
- Entry sheets are sent out by Exams Officer to Lead Verifier with a deadline for completing and returning.
- Entry sheets are by class lists and list current students. It is the responsibility of the Lead Verifier to check entry lists (student names and entry codes) and to make any queries or amendments to these lists and return to Exams Officer by set deadline. The Quality Nominee is responsible for monitoring and making sure registrations are accurate and up to date
- It is the responsibility of the Lead Verifier to check entry lists (student names and entry codes) make any queries or amendments to these lists and return by set deadline,
- After entries, a list of all students entered is given back to Lead Verifier to check again and keep as their record.
- Lead Verifier is responsible for informing Exams Officer of any students new to course to be registered after initial registrations.
- Lead Verifier is responsible for internal verification, with the Quality Nominee supporting and making sure all internal verification is effective and the Standards Verification is completed successfully and accurately.
- Lead Verifier is responsible for making sure all eligibility requirements are met before claims are made by required deadlines with the Quality Nominee monitoring to ensure that certificate claims are accurate and up to date.
- Exams Officer receives and checks certificates against recorded assessments of Lead

Verifier,

- Any inaccuracies are reported by Exams Officer to Edexcel.

Date policy last reviewed: February 2026

Signed by:



Headteacher

Date: 26/02/2026



Chair of governors

Date: 26/02/2026

Any changes to this plan will be communicated to all relevant members of staff, volunteers and other stakeholders.