



Learning within units should now form a “Learning Journey” which has defined stages. Several learning journeys could take place within a single unit but the stages must be enforced and adhered to each time.

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| <b>1</b> | <b>Teaching</b>                  | Where learners are taught the unit content. Use the <b>unit specification</b> to find out teaching topics and themes.  |
| <b>2</b> | <b>Final Assessment</b>          | Where learners produce the evidence which will meet the assessment criteria. This is done independently with NO direct feedback from assessors.  |
| <b>3</b> | <b>Final Assessment Deadline</b> | The date by which learners must submit their Final Assessment evidence. No IFs no buts...  |
| <b>4</b> | <b>Assessor Grading</b>          | Where the evidence is graded against the assessment criteria and feedback is given on the work using the guidelines within this document. <b>Learners will only after this stage know which criteria have been awarded</b>   |
| <b>5</b> | <b>Resubmission</b>              | If authorised by the lead IV then work can be improved and resubmitted. All old work needs to be kept as the improvements need to be traceable. <b>Resubmission can only take place once and the remedial work has to be finished within 10 days of the original submission date..</b> |
| <b>6</b> | <b>Retake</b>                    | Under exceptional circumstances a retake can take place however this has to be authorised by the lead IV. A different assignment must be used and the mark is capped at a pass.  |

## Feedback to learners during the Final Assessment stage.....

During the assignment work learners must work independently to produce and prepare the evidence for assessment.

The assessor **must** ensure that the learner understands the:

- ✓ assessment requirements
- ✓ evidence that needs to be produced
- ✓ importance of time management and meeting deadlines
- ✓ decide when the learner is ready to undertake the assessment.

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

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

## Feedback Allowed During Learning Journey

Teaching and Learning	During Assessment	Following Assessment
Areas for learner progression	Guide how to approach the knowledge and skills requirements	Which assessment criteria have been achieved
Explain how BTEC works	Guide on appropriate behaviour or confirmation of deadlines	Which assessment criteria have <b>not</b> been achieved
Set 'mock' tasks	Confirm which criteria are being targeted	Information that the learner could have used e.g. class notes
How to improve	Clarify what the assignment brief requires	General behaviour
	<b>Not a specific list of actions or show to do the tasks</b>	<b>Not how to achieve better grades</b>

## Conditions for resubmission – needs to be authorised by lead IV only

A re-submission can **only** be authorised if the learner has met all of the following conditions:

The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension.	The assessor considers that the learner will be able to provide improved evidence without further guidance.	Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner.
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A resubmission must be then handed in within 10 days and needs to be signed and dated by the learner within the space on the assessment record on resubmission.

## Retakes...

If after the original assessment and resubmission there are still pass criteria outstanding then there is a chance of a RETAKE being authorised by the lead IV. A retake will be a brand new assignment only targeting the missing PASS criteria. A deadline will be set and signed and dated authentication will again be required.