

ORMISTON  
**CHADWICK**  
ACADEMY

AGE QUOD AGIS



# **BTEC LEARNER HANDBOOK**

NQF/ Courses

**Name:**



## Appeals Policy

This is for when you do not agree with the mark that you have been given for an assignment.

### **Aims:**

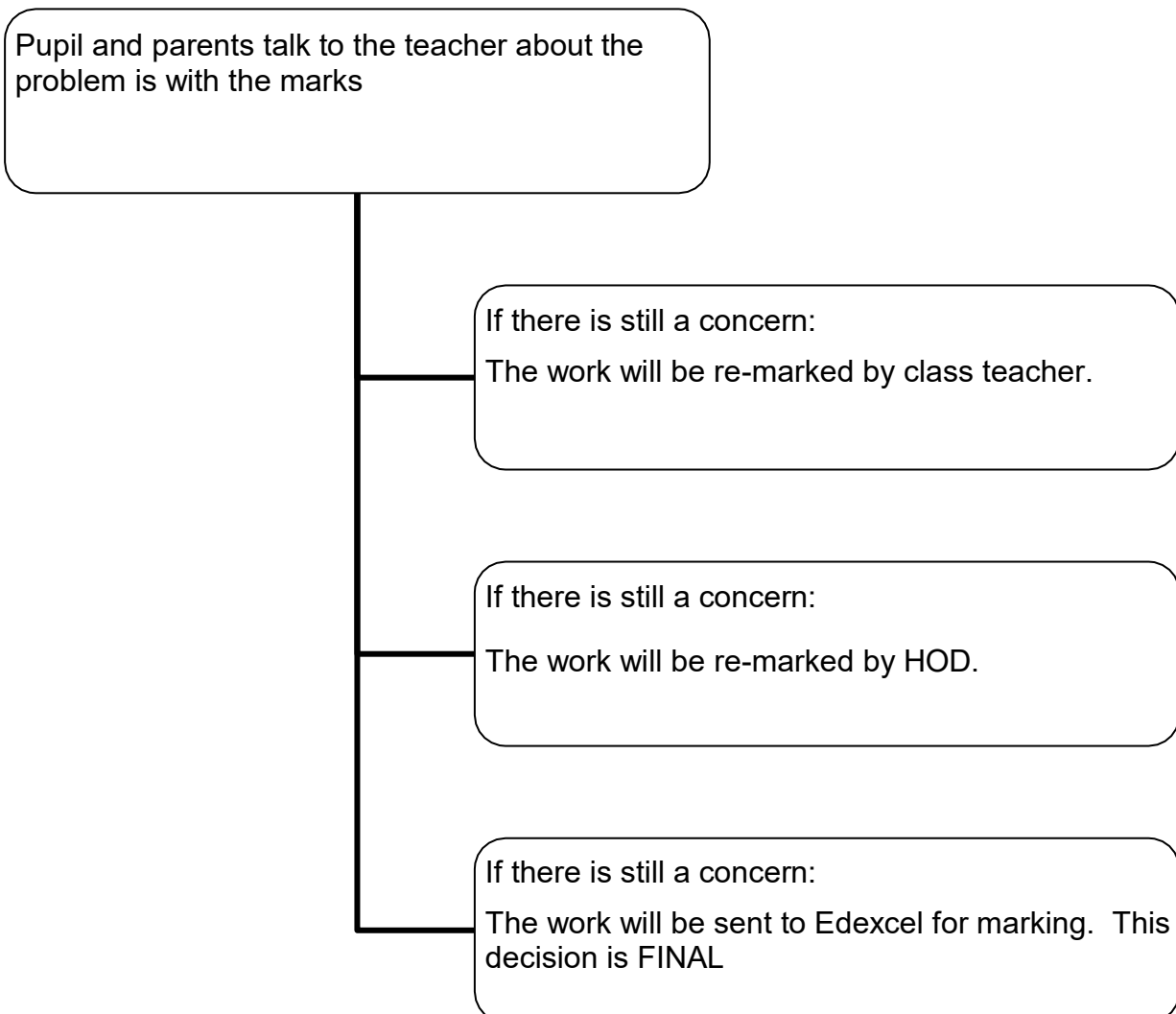
- To allow pupils and parents to ask about the marks given for a piece of work.
- To find out why the marks were awarded
- To agree about the marks
- To know pupils and parents can ask Edexcel to help them to check their marks

### **In order to do this, the centre will:**

- Tell pupils and parents about how to ask about their marks
- Send the details of the questions about marking to Edexcel so they can check the marks

### **What to do if you are not sure you have been given the right marks**

This is what will happen:



## **Assessment Malpractice Policy**

This is basically about cheating and making sure that everyone gets the marks they deserve.

### **Aims:**

- To reduce the risk of cheating by staff or pupils
- To resolve any allegation of cheating
- To make sure BTECs keep their high standard

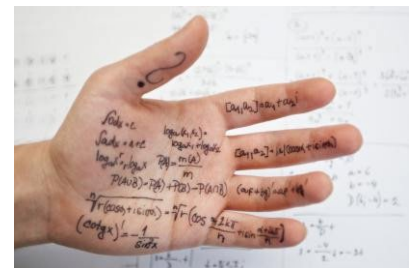


### **In order to do this, the centre will:**

- Explain what this booklet is all about
- Explain what will happen if there is any cheating
- Ask pupils to sign that the work is their own
- Find out if there has been cheating by looking at work and interviewing pupils and staff
- Ms Smith will be told so she knows what is happening
- The findings will be sent to Edexcel

**Where cheating is proven, one of the following will happen depending on how serious the cheating is;**

1. *Warning.*
2. *Loss of marks for a section.*
3. *Loss of all marks for a unit.*
4. *Disqualification for a unit.*
5. *Disqualification from all units in one or more qualifications.*



### **Definition of cheating by pupils**

These are some examples:

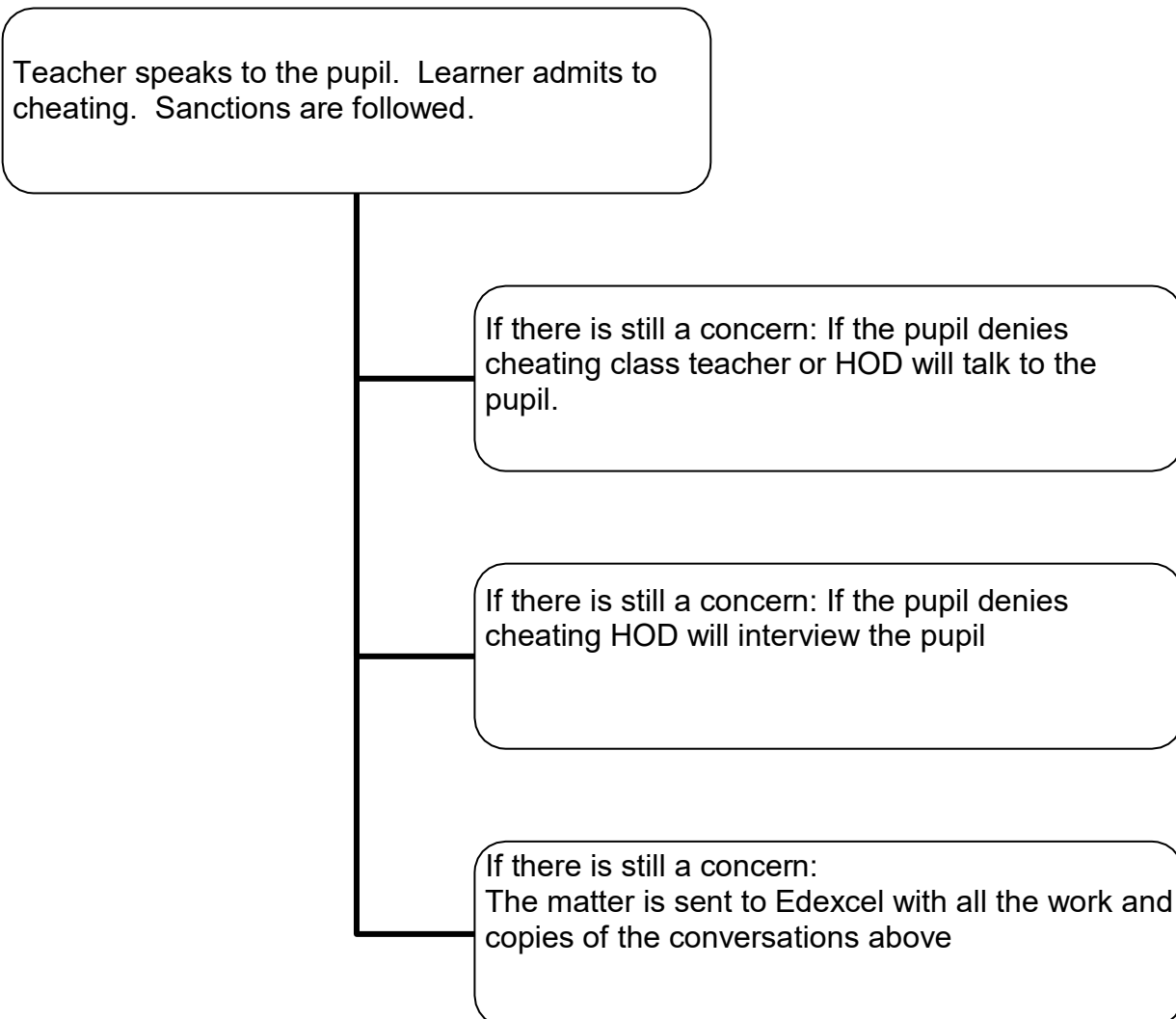
- Working with other pupils / getting help from other pupils
- Copying (including the use of ICT to aid copying).
- Spoiling another pupil's work
- Making up your results e.g. in a science experiment
- Getting someone else to pretend to be you to take an exam
- Cutting and pasting text from a website without saying which website was used
- Using a photograph, chart or picture from a website without saying which website was used
- Writing down what somebody else said without quoting them.
- Working with a partner or in a group but only producing 1 piece of work to be assessed.
- Making up the results of an experiment or using someone else's if you were away.

## The GOLDEN RULES to stop yourself being accused of cheating



1. Date each piece of work you do.
2. If using information from a book you must include the title; author and page number.
3. If using a website you must write the full address e.g [www.idonotcheat.com](http://www.idonotcheat.com)
4. Complete the student declaration form for each assignment you do.

### What happens if your teacher thinks you are cheating?



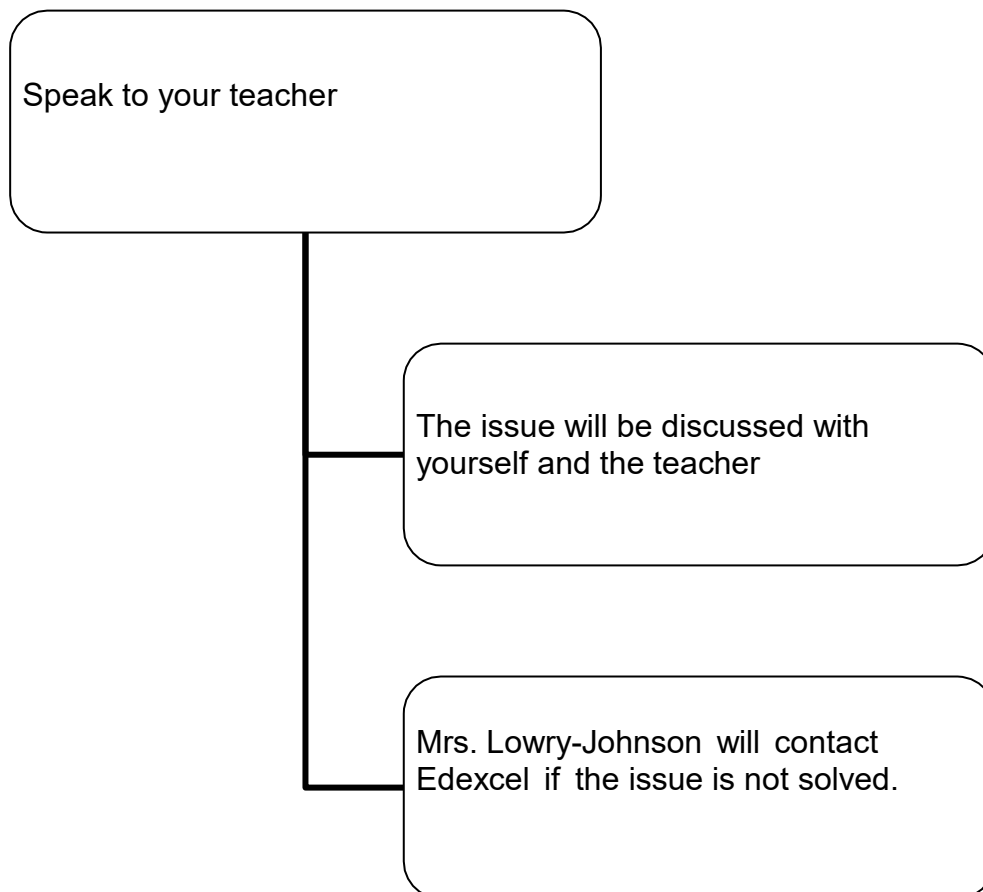
At some point you may feel that you have not been treated fairly by your teacher, or that another pupil may get more help than you. If you feel like this then you must talk to another teacher or your parents about your worries.

### **Definition of Cheating / Malpractice by Centre Staff**

These are some examples of cheating

- Extra help to pupils.
- Inventing or changing marks for coursework
- Losing coursework
- Producing falsified witness statements about what a pupil has done
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework?
- Providing **extra** help to pupils who have a reader and / or writer.

### **What happens if you think your Teacher is guilty of malpractice?**



This policy will be reviewed every 12 months by H. Brunt

## Recognition of Prior Learning Policy (RPL)

If you come from another school part having already At some point you may feel that you have not been treated fairly by your teacher, or that another pupil may get more help than you. If you feel like this then you must talk to another teacher or your parents about your worries.

### Definition of Cheating / Malpractise by Centre Staff

These are some examples of cheating

- Extra help to pupils.
- Inventing or changing marks for coursework
- Losing coursework
- Producing falsified witness statements about what a pupil has done
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework?
- Providing **extra** help to pupils who have a reader and / or writer.

### LEARNER ASSESSMENT SUBMISSION AND DECLARATION

When submitting evidence for assessment, each learner must sign a declaration confirming that the work is their own.

Learner name:		Assessor name:	
Issue date:	Submission date:	Submitted on:	
Programme:			
Assignment reference and title:			

Please list the evidence submitted for each task. Indicate the page numbers where the evidence can be found or describe the nature of the evidence (e.g. video, illustration).

Task ref.	Evidence submitted	Page numbers or description

#### Learner declaration

I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

Learner signature:

Date: