

## Procedural Document For Markers And Assessors On BTEC

### A. The marking Process: First Marker, Internal, And External Verification Of Marked Scripts

Students scripts undergo three marking and review processes:

- 1) The Lecturer assesses the work as first Marker,
- 2) Samples reviewed by the Internal Verifier, and
- 3) The internally marked and verified work are then assessed for quality assurance and compliance by BTEC International Standards Verifier after the students are registered externally for assessment and Diploma.

Thus, Faculty assessment of the students' work undergoes two quality assurance assessments in the way of internal and external standards verification.

### B. Criteria For Pass

Measures that require special attention when you are marking:

- 1) Each task has a distinct **Command Verb** that sets the expectation of how the student should approach the question e.g. discuss, explain, assess etc. NOTE! Students' work cannot be assessed as correct, if the student fails to carry out this command. E.g. s/he discusses when asked to assess; explains when asked to analyze; describes when asked to compare etc. For the imperativeness of understanding these commands, all assignments published in hard copies and our academic page, iTutor, include a link to access the document with the definition of these commands verbs. Students, Markers, and Assessors must have access to this document and use it in the process of ensuring each task is executed as required.
- 2) The research and discussion presented on the question/task must adequately address the instructions and requirements in the P1, AC 1.1. etc. and on the course outline. Not all content area can be covered and extended materials may also be introduced through research findings, however the Marker must ensure that whatever information is included specifically address the task requirements.
- 3) Proper referencing of the work using Harvard referencing standards.
- 4) Students work must include a Plagiarism Report for **every task**. This so you can verify authenticity of the work. Indicate in the comment section of the electronic grade sheet where plagiarism reports are missing.
- 5) Reference Page must be included at end of the work with the list of all sources used in the work. This reference list is to be organized alphabetically.

CAUTION! Giving the students 'the benefit of the doubt' is not an acceptable approach to award a mark, nor is holding them to a higher standard than is imbedded in the criteria for a Pass, Merit, or Distinction. As Markers, you must be impartial to execute a fair and successful assessment that will be approved in the verification processes.

### C. The Importance Of The Score Sheets In Feedback, Reporting, And Verification

- These are returned to the students with your feedback, to the Internal and External Verifiers for evidencing of the standards used, and to communicate the allocation of marks for each task to all parties.
- This is a both a reporting, feed-back and quality assurance document. Students' name must be clearly printed on each, markings consistent, and the papers clean and legible.
- Each scoresheet group-set must be stapled to ensure that a mix-up does not occur. Using Initial of the student names at foot of each page is a good idea to avoiding errors.

### D. The Grading Procedures And Tools

- 1) At all times, Markers and Verifiers must have copies of these **five critical documents** to carry out the evaluation effectively and in line with the assessment criteria:
  - i) Command Verb Definitions (On iTutor available with examples included)
  - ii) Course Outline for the unit
  - iii) Assignment with the tasks and requirements
  - iv) Score Sheet with the feedback form for the GDF
  - v) Score Sheet with the feedback form for the Term Paper
  - vi) Harvard Referencing Rules (On iTutor available with examples included)
- 2) In all cases, students' assignments must be assessed using the score sheets with the established criteria for both term-papers and the group discussion forum.
- 3) Where Markers are un-sure of the specific requirements of the tasks, instructions, or other, it is recommended that you dialogue with your Internal Verifier to ensure effectiveness, quality, and consistency in the outcomes of the marking.

### E. Entering The Grade On The Electronic Grade Systems

The Media And Library Technical Support Staff will provide you with a copy of the electronic grade sheet via email. This must come to you from the office with the students, names already included, and placed in respective groups. Your responsibility is to enter the grades in the correct cells. You are not required to complete the Total Grades cell, just to plug in the raw grades for the individual tasks that you scored.

## F. Deadlines For The Return of Marked Scripts

To deliver timely return of grades and feedback to the students in the reporting process, you will turn in the marked scripts and electronic grade sheet for:

- 1) Assignments 1 and 2 (Mid-semester Papers): **Seven Weeks From Submission.**
- 2) Assignments 3 and 4 (Final Papers): **Seven Weeks From Submission.**

## G. Feedback

- 1) **Verifier To The Markers.** Internal and External Verifiers are required to provide written report on the assessment process in the way of feed-back, corrective actions and development. Feedback must be clear, specific, actionable and communicated directly to the faculty member in a timely manner to ensure that same corrections where needed are applied to the marking process for redress, and that the grades can be released to the students in a timely manner.

### 2) To The Students

- i) Markers must use the Feedback Forms included in the Score Sheets to provide Feedback to the students on their work. The feedback must clearly be linked to the task discussing e.g. P1, AC 1.1. etc. Feedback must be clear, specific, actionable and timely.
- ii) Copies of the Score Sheet are made available to the students through the Registry only after the Internal Verifier approves the marking and signs the Grades Release Form for the unit. Grades totals are calculated and emailed to the student by the Registrar.
- iii) Students are granted credit only when they register with BTEC for assessment and when BTEC Standard Verifier assesses and approves the batch on their annual visit.
- iv) The Diploma and Transcript are awarded by BTEC when the student obtains minimum of Pass Grade on all units in the program. Level 3-5 Diploma are awarded with Pass, Merit and Distinction. Level 7 Diploma is awarded Pass only.

## H. Organizational Forms Used In the Assessment Administration

### Students, Faculty and Verifiers

Course Outlines  
Assignment Briefs  
Harvard Referencing Guidelines  
Essay Writing Instructions  
Command Verbs Document  
Student Exemplars (where available)  
Score Sheets for the units

### Faculty Only

| Electronic Grade Sheet |

### Verifiers Only

BTEC Form (Scores & Task Pages)  
BTEC Form (Feedback & Approval)

## CARRYING OUT THE ASSESSMENT OF THE STUDENTS' WORK

It is important to note the following key points regarding the process:

- 1) The marking is a qualitative process, thus we do not allocate students a number grade but yes or no if the individual criterion outlined is met.
- 2) Scores are pass, merit, distinction, or referred. The score sheet sets out the criteria for each.
- 3) To award a Pass Grade you must check ALL criteria for the Pass Grade.
- 4) The grade is assigned the referred/resit grade if the student fails to meet all the requirements outlined on the score sheet for the PASS.  
4) To award a Merit Grade, you must check on the form, ALL the criteria for the Pass Grade As well as all criteria for the Merit Grade.
- 5) To award a Distinction Grade, you must check ALL criteria on the form for the Pass and Merit Grade, as well as all criteria for the Distinction Grade.
- 6) Use the Feedback Sheet enclosed to provide actionable feedback that will help the students to clearly understand how to approach any needed corrections on the paper.
- 7) It is important to approach the feedback by clearly identifying the specific task that you are commenting on eg. AC 1.1. or P1. This also aids the verifier to understand, assess, and support the marking and feedback process.
- 8) You will add the students results to the electronic grade sheet that you will receive from the Media Support Staff / Registrar.
- 9) You will save each entry made to the electronic grade sheet.
- 10) The allocated time for completing the marking is four weeks. If there are emergency issues in meeting this timeline please inform the Verifier so communicate with the students is timely.
- 11) Once the marking and data entry are completed correctly and returned, the sampling and verification of the work will start.
- 12) If there are inconstant and diverging scores identified by the Verifier on the assessment, this will be communicated in writing, and a meeting would be required to discuss same, to resolve the issue.
- 13) Once all issues are resolved on the assessment of the unit, and the internal verification exercise is completed and documented, the IV will instruct the Registrar to release the grades to the students. Internal Verification usually takes two weeks.
- 14) The samples of the marked scripts that are internally verified are retained for external assessment from Pearson International Standard Verifiers.