



BTEC Deadline Policy

New Rules & Guidelines for Students on BTEC Courses at SIS

With effect from September 2014

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Contents

Introduction & Rationale	3
What Will Teachers Expect Of Me?	4
What Can I Expect From My Teachers?	4
The Importance of Meeting Deadlines	5
What Happens If I Fail To Submit Work By The Deadline?	5
How Do I Submit My Work?	6
Authenticity of Work & Plagiarism	7

Introduction

This document contains the new rules and regulations regarding deadlines in BTEC courses at SIS coming in as of September 2014.

From this date, the exam board has changed how BTEC courses will be assessed and the rules students must follow in order to be awarded qualifications. South Island School will be expected to comply with these changes.

The new rules affect ALL courses at SIS (at both, Key Stage 4 and Post-16). Therefore, students can expect similar treatment in regards to assessment and deadlines, no matter what qualification they are studying for.

Rationale

This document was created to establish consistency between at BTEC subjects at SIS and so students know how the new rules will affect them, no matter what teacher they have or what course they taking.

Students should:

- become familiar with the entire contents of this document
- be aware of very slight differences between subject areas in terms of how these rules are managed
- gain an understanding of why learning to meet deadlines is important
- know how to avoid missing deadlines
- know how staff will support them in meeting deadlines
- know what happens if they miss a deadline
- know how to submit their work
- know what happens if their work is found to have been **plagiarised** (if a teacher cannot guarantee with authenticity of your work)

What Will Teachers Expect Of Me?

Teachers will expect you to.....

- Take responsibility for your learning (accept that **you** determine how successful you are in school – no one else)
- Conduct yourself in a mature manner in the classroom at all times – you are here to learn!
- Have respect for equipment, your environment, your peers, and your teachers
- Complete homework, classwork, and controlled assessments according to the time frames given by your teacher
- Organise yourself effectively (using diaries, planners, or electronic devices) so you can manage submission dates and important events in your course
- Develop the ability to work independently, and produce the evidence required, to ensure you can be credited with meeting all the assessment criteria that applies to your course
- Submit work/evidence (and complete tasks) by the required deadline
- Be present at school the day of your assessment/deadline
- Maintain good attendance throughout the course
- Tell your teacher well in advance if there is any reason you may not be able to submit your work by the required deadline (must be *exceptional* circumstances)

What Can I Expect From My Teachers?

You can expect that your teachers will....

- Teach you the skills and knowledge necessary to help you undertake each assignment
- Structure the course as required by the exam board (in relation to the Guided Learning Hours, assessment windows, external assessments, units required, etc.)
- Provide you with an overview of the course and will fully explain each unit/assignment before it begins
- Fully explain (or show you) the difference between a PASS, MERIT, and DISTINCTION for each task that is set
- Set deadlines and time frames for work which are feasible and reasonable
- Make connections between what you are learning and the world of work (industry links)
- Formally assess your work (using an Assessment Record) within one month of the submission date. You will be told which of the grading criteria (ie. Pass, Merit, Distinction) you have achieved and why
- Assess your work accurately in relation to the exam board specification and national standards
- Scrutinise your work for issues of plagiarism and ensure the work you submit is entirely your own
- Follow-up any issues regarding deadlines or classwork with relevant people (ie. Head of House, parents, Form Tutor, BTEC Quality Nominee, Lead Internal Verifier)
- Not grant any deadline extensions, re-submissions, or re-takes (unless under exceptional circumstances)
- Put sanctions in place in accordance with this policy, if necessary, to ensure students complete work and meet the required deadlines

The Importance of Meeting Deadlines

Meeting deadlines is one of life's most important skills to acquire. All of us, no matter what job we will do in our life, will need this skill in order to be successful. BTEC courses are designed to reflect and acknowledge real-world employment conditions and, as such, teaching students how to meet deadlines is a top priority. Therefore, at SIS we intend to equip students with the professional qualities and time-management skills needed to meet deadlines.

From September 2014, BTEC has decided that students will have one submission opportunity only for their work. Once submitted, the work will be graded. If the Lead Internal Verifier believes the student should be offered one re-submission (ie. it failed to meet the required criteria), this **may** be allowed, but will NOT be granted automatically.

****However, those students who fail to submit their work by the initial deadline WILL NOT qualify for a re-submission and will automatically fail the unit.**

It is, therefore, absolutely crucial that both students and staff develop new habits of working from September 2014 so that no student fails a unit due to missing a deadline.

What Happens If I Fail To Submit Work By The Deadline?

If you fail to submit work by the deadline, **you will fail the unit**. In BTEC courses on the QCF Framework (Level 3 – Post-16) it is also likely that you will fail the entire course. (N.B. the Post-16 Coordinator may then decide to have you taken off the course and put into an alternative).

However, in exceptional circumstances, there may be a legitimate reason for not being able to meet the deadline. If this is the case, the school may be able to offer you additional support.

When a student misses a deadline or fails to submit the required work, the teacher fills out a *Deadline Referral Form*.

- You will be interviewed by the school's BTEC *Quality Nominee* [Head of BTEC], Mr G Cornes
- A member of staff will ring you and/or ring home to find out what has happened Text
- You will receive a **Session 6 Notification** (*after-school 3:00pm – 4:30pm on the very next day you are in school*) and **MUST** attend this session in order to complete the work. You will be told where to come and which member of staff is supervising you.
- If the work gets completed, and there is a legitimate reason for why the deadline was missed, the *Quality Nominee* and *Lead Internal Verifier* for your subject will discuss whether it is possible to accept the work.
- If it is still not completed by the end of this session, you will fail the unit.
- The action taken and a record of the offence will be sent home to parents as a letter.
- The incident will be logged on your record in iSAMS

***The action taken may vary slightly to the above, and will be decided by the *Quality Nominee* on a case-by-case basis.

Staff at South Island School are committed to helping students meet deadlines and manage their workload leading up to deadlines. Therefore, individual departments may issue detentions or put other interventions in place at their discretion prior to the deadline to ensure the work gets completed. They may also liaise with Form Tutors, parents, Learning Advisors, Heads of House, Lead Internal Verifiers, BTEC Quality Nominee, or a member of the Senior Leadership Team.

How Do I Submit Work?

Post-16 Courses (Level 3)

We have adapted a new approach to the submission of BTEC coursework at SIS in Post-16.

- **In courses where the work is paper-based**, on the deadline day, you will submit the work to Mrs. Packer in the Post-16 office. It will be time/date stamped and will be passed to the relevant member of staff for grading.
- **In courses where the work is VLE-based**, you will submit your work electronically. On the deadline day, a member of staff will log in to the VLE, download and validate all submissions, and will then remove the assignment, preventing any further submissions.
- **In courses where the work is performance/presentation-based**, the teacher will keep a register of students who have attended and will record the work in audio/video format which constitutes the submission of the work
- **Email submissions are discouraged – there is rarely a need to send work this way. Submissions must be printed off and handed in.**

Main School Courses (Level 2)

BTEC coursework in the Main School (Key Stage 4)

- **In courses where the work is paper-based**, you will continue to submit work to the supervising teacher
- **In courses where the work is VLE-based**, you are encouraged to submit your work at any time prior to the deadline day, if you wish.
- **In courses where the work is performance/presentation-based**, the teacher will keep a register of students who have attended and will record the work in audio/video format which constitutes the submission of the work
- **Email submissions are discouraged – there is rarely a need to send work this way. Submissions must be printed off and handed in.**

Plagiarism & The Authentication of Candidates' Work

- For each assignment, students must sign to indicate that the work submitted is their own
- Teachers/Assessors also sign a declaration confirming that the work assessed is solely that of the candidate
- If a student submits an assignment and a teacher suspects it is not the student's own work, **the teacher is under no obligation to accept/grade it.**
- Teachers **MUST** report plagiarism to the Lead Internal Verifier and the BTEC Quality Nominee, who must then proceed in accordance with the school's Malpractice Policy.

How Do Teachers Check For Plagiarism?

- Comparing students' work to others in the class/cohort
- Running it through plagiarism scanning and detection software
- Through the internal processes of moderation and Internal Verification
- Checking online resources (such as Wikipedia) and through use of search engines (such as Google – *entering a passage of text directly into Google search will often reveal the exact match in search results!*)
- Looking at the 'author' of an electronic document in its Preferences
- Following subject-specific methods and exam board recommendations

What constitutes Plagiarism?

- **'Copying and pasting'** from the internet or other documents
- **'Copying and pasting' and changing a few words** (it's still plagiarism because the ideas are not yours!)
- **Taking ideas** from books, websites, documentaries, films, magazines, **without referencing them** (stating where you took the ideas from)
- **Having one of your peers email you their work** to use/change/borrow
- **Copying from someone else's worksheet**