

EEG - BTEC Internal Assessment Policy			
Current Status:	Operational	Last Review:	September 2025
Policy Owner:	Group Quality Compliance Manager	Next Review:	September 2026
Roles Responsible for Review:		Originated:	September 2022
Approved by:	SET Curriculum	Committee:	
Type of Policy:	Staff / Students	Quality Assured by:	Policy Team

1. General

- 1.1 This policy applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:
- West Suffolk College (including all PPL centres)
 - One Sixth Form College

2. Introduction

2.1. The purposes of the policy are:

- a) To ensure compliance with awarding body regulations as outlined in the "BTEC Guide to Internal Assessment"
- b) To outline the process for submission, resubmission and retakes for internal assessments
- c) To outline the college approach to meetings deadlines to ensure learners are not advantaged by not meeting deadlines, as specified by Pearson.
- d) To outline the procedure for extensions to deadlines

2.2. Other relevant policies/procedures

- a) Vocational Student Appeals Procedure
- b) Vocational Quality Assurance Policy
- c) Assessment Malpractice Policy
- d) Student Disciplinary Policy

3. Assignment Submission

- 3.1. Learners will be given three opportunities to pass an internal unit, providing they meet the deadline, have presented work that is their best effort, and the Lead Internal Verifier (LIV) agrees that the awarding bodies conditions for further submission have been met.

3.2. First Submission

- a) Learners who fail to meet the original criteria or who wish to improve their

grade may be entitled to a resubmission. Only a Lead IV can authorise a resubmission. Only one resubmission is allowed per assignment provided:

- The learner has met initial deadlines set in the assignment or has met an agreed deadline extension.
- The tutor 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 – it is the tutor's responsibility to ensure that the learner is provided with the correct paperwork to enable this.

Resubmission evidence must be submitted within 15 working days of the learner receiving the feedback for the first submission.

- b) If a learner fails to meet a significant number of criteria in the unit, which indicates they may not be successful in the unit, staff should contact the learners' parent/guardian to inform them that a **resubmission** is required to achieve a pass in the unit and discuss what support will be offered to allow the learner to achieve a pass
- c) If a learner fails to meet the initial deadline without having requested an extension to deadline, they will be given until the resubmission deadline to submit their work. The learner will forfeit their resubmission opportunity to ensure that they are not gaining an unfair advantage over learners who met the initial deadline. Contact must be made with the learners' parent/guardian. When this is a mandatory unit, a letter should be sent the learners' parent/guardian using the template letter ([Appendix A](#)) to inform them of the seriousness of this, in addition to phoning home. A copy of this letter must be stored on the college's student information system. The Quality Nominee must be informed and will report this to SLT. The learner should be escalated along the formal stage of the disciplinary process. For non-mandatory units a positive support plan will be implemented to ensure that the learner is supported to meet future deadlines.

3.3. Resubmission

- a) A resubmission is an uncapped attempt at the original assignment
- b) If a learner fails to meet the resubmission deadline, or the resubmission is not to a pass standard the learner will be given a **retake** opportunity. Quality Nominee must be informed of any student requiring a retake of any mandatory unit and this will then be reported to SLT
- c) If a learner fails to meet the pass criteria staff must communicate this with the learners' parent/guardian, via a phone call to inform them that a **retake** is required (Level 3 only) in order to achieve a pass in the unit and what additional support will be offered. At this point the assessment must be paused, content retaught where needed, and the assignment set at a later point in the year that will allow the learner the best opportunity to obtain a pass. For Level 2, the Level 1 fallback option will be used for the unit. The Quality Nominee must be informed and will report this to SLT.
- d) If the learner fails to meet the resubmission deadline for a mandatory unit a meeting should be arranged with the learners' parent/guardian followed up with

a letter using the template letter ([Appendix B](#)). The learner should be escalated along the formal BTEC Internal Assessment Policy stage of the disciplinary process. A copy of this letter must be stored on the college's student information system. For non-mandatory units, the standard college disciplinary process should be followed.

3.4. Retake (Level 3 Only)

- a) A retake opportunity is a new assignment, which only targets the pass criteria, and the overall unit result is capped at a **pass**.
- b) A failure to meet the retake deadline without an extension to deadline, or where a student fails to meet the pass criteria will result in the unit being failed:
 - i. Where this is an optional unit, the learner will be provided with another unit to complete independently but with the support of the teaching staff
 - ii. If this is a mandatory unit the learner will have failed the qualification on which they originally enrolled, and if there is not an alternative smaller-sized (reduced Guided Learning Hours (GLH)) qualification, they may no longer have a viable programme to continue study at the college. In this situation several sanctions may apply, **including the dismissal of the learner from the college**.
 - iii. If the learner has failed to meet the deadline for the retake they should be escalated along the formal disciplinary process

4. Extension to Deadline

- 2.2. Where a learner is unable to meet a deadline, they can apply for an extension to deadline, which must be approved by the assessor for the assignment. This should normally be completed 48 hours before the submission deadline. The extension to deadline form can be found in [Appendix C](#).
- 2.3. If there is a last-minute complication with submitting the work the assessor may approve a 3-day (including weekends) extension. This is at the discretion of the assessor, but a learner may ask the LIV to review this decision.

5. Revision History – BTEC Internal Assessment Policy

Revision date	Reason for revision	Section number	Changes made
July 2023	Annual Review	2.2 c), 2.3 c) & 2.4 c	Additional wording added to clarify procedures surrounding multiple submissions
		Appendix B	Wording of letter changed
		Appendix D	Wording of letter changed
September 2024	Merge to EEG	2.2 b	Wording changed to remove need for letter but to ensure staff communicate with home.

		2.2 c	Change to wording that letter only sent for a mandatory unit and that in person communication is also expected.
		2.3 b	Change to Quality Nominee and identification of reporting process to SLT of any resits
		2.3 c	Change to remove letter and ensure effective communication and support for student.
		2.3 d	Change to send letter only for mandatory unit. Other internal units to be dealt with through normal behaviour management processes.
		2.4	Title change to clarify that this applies to Level 3 only.
		2.4 b (i)	Added with the support of the teacher to ensure students are supported to achieve the extra optional units.
		Branding and logos	Updated to reflect the new organisation name and branding
		Removal of appendix A and C	Renamed other appendix and references accordingly. These are the two letters that have been removed from the policy.

Dear **[Parent/Guardian]**,

I am writing to inform you that **[Learner Name]** has failed to meet the initial deadline of **[deadline date]**, for the mandatory unit **[Unit Number and Title]**, in their **[Qualification Title]** course. In order for learners to be successful they are provided with all the information for the unit, including the deadlines, tasks and assessment criteria in the assignment briefs.

As **[Learner Name]** failed to meet the initial deadline they have now forfeit the opportunity for a resubmission in line with the requirements set out by Pearson and must submit the work for this unit by **[Resubmission Date]**.

As you will appreciate not meeting a deadline is a serious matter which, if multiple deadlines are missed, could result in **[Learner Name]** not being able to achieve their **[Qualification Title]**.

In order to support **[Learner Name]** they will be issued with a **[Verbal/Written/Final Written]** warning, to ensure that future deadlines are met. We will be in touch again shortly to invite you to attend the meeting where the warning will be issued.

If you have any questions, please do get in touch.

Kind Regards,

[LIV, or Curriculum Lead]

Dear **[Parent/Guardian]**,

I am writing to inform you that **[Learner Name]** has failed to meet the final deadline of **[deadline date]**, for the mandatory unit **[Unit Number and Title]**, in their **[Qualification Title]** course.

As **[Learner Name]** failed to meet both deadlines for this unit they will now be given a final chance to complete a new re-sit assignment, which will be capped at a pass. **[Learner Name]** will have until **[Retake Deadline]** to submit this work.

As this is a mandatory unit failure to achieve the pass criteria in the resit, will result in **[Learner Name]** not being able to achieve their **[Qualification Title]**.

Due to the serious nature of failing to meet both deadlines **[Learner Name]** has been issued with a **[Verbal/Written/Final Written]** warning, in line with the college disciplinary policy. You will receive a further communication shortly to invite you to the warning meeting.

A failure to meet future deadlines may result in may result in **[Learner Name] not being able to achieve their **[Qualification Title]**.**

If you have any questions, please do get in touch.

Kind Regards,

[LIV, or Curriculum Lead]

Application for extension to a deadline

Applications for an extension to the submission date are expected to be made **48 hours** before the published submission date where possible; following this, applications will only be considered in exceptional circumstances.

Learner Name:			
Personal Progress Tutor (PPT):			
Course Title:			
Unit Number & Title:			
Assessor Name:			
Original Deadline:			
Reason for extension (please circle):			
a) Medical (certificated)		c) Extenuating personal circumstances	
b) Bereavement		d) Other (provide details below)	
Details of reasons for deadline being requested (please attach evidence)			
Decision			
	Accepted (new deadline agreed)		Rejected (Complete reasons below)
New Deadline:			
Reasons for rejection: (PPT involvement required)			
Teacher signature			
Learner signature			