

BTEC Delivery Cycle

The cycle of delivery for BTEC is different from many other qualifications, as the ability to choose when you sit your internal assessments gives you flexibility. To help you understand how a cycle in BTEC works, we have laid out the following 12 steps, so you know you have everything covered.

Internal Assessment - Steps 1 to 9

Internal assessment happens throughout the year at a timing of your choice. The assessment process may be repeated several times, depending upon the number required for your particular qualification.

External Assessment - Steps 10 to 12

External assessment is the part of the qualification assessed by us at Pearson, rather than by you within the centre. These will usually take place during a particular window.

Before we can release results for vocational qualifications, we need information from you about how your learners have performed in internally assessed units that are claiming certification. We will ask you to provide grades given to each of the internally assessed units for each learner. You will also need to tell us if you want us to issue an interim or final certificate.

Many BTEC programmes require external assessment units to be part of the delivery. The form of these external assessments varies and can be written papers and/or tasks, including some on-screen and on-demand tests. It is important that you gain a thorough understanding of the externally assessed units in a BTEC programme and how to prepare students to be successful.

There is an ICEA document, which clarifies the overarching requirements of the different types of external assessment. For individual units or components, these can be overridden by the unit or component-specific Administrative Support Guide (ASG), which can be found under 'Course materials' on your qualification specification page.

Students are registered on a programme, meaning that you, as a centre, intend to deliver the required units for the student to be successful. If any of the required units are externally assessed, there is a requirement that the centre 'enter' the students for these units in the assessment window of your choosing. This will ensure you receive their external assessment papers.

Standards verification is how we check you are operating appropriate quality assurance across your BTEC programmes and maintaining national standards. If you see the term 'External examination' this refers to a specific type of standards verification used for our BTEC Level 4-7 (QCF) programmes and BTEC Level 3 and 4 Foundation Diplomas in Art and Design.

There are clear guidelines as to when the Lead Internal Verifier can offer a student the opportunity to re-submit their evidence. These guidelines are detailed in the Guide to Internal Assessment. The guidelines give considerable flexibility to the LIV to ensure that fairness and sensitivity prevails in giving all students the opportunities they deserve.

There are clear rules about the type of feedback that can be given at each stage during the delivery of a BTEC programme. Take a look in our Guide to Internal Assessment for advice on what feedback is allowed.

