



# ASSESSMENT, FEEDBACK AND GRADING BTEC HN UNITS

(GUIDE FOR STUDENTS)

2022-2023

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# ASSESSMENT



## WHAT IS THE POINT OF ASSESSMENT?

Assessment is A PROCESS of measuring learning. Through the process of assessment, both learner and tutors can evaluate whether the learning which was intended is and at what level of achievement.

Assessment supports the learner with the progress on the course programme, it helps the learning on the course programme and it helps both learner and tutor to see what was understood and which areas may require additional support .

## WAYS OF ASSESSMENT

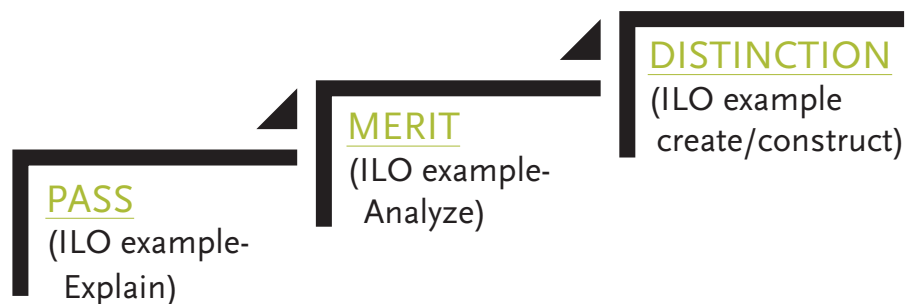
The learner's knowledge, understanding and skills will all be assessed in a wide variety of ways throughout the course programme. Usually assessment is conducted by assignments which can take many forms e.g. report, presentation, debate, e-portfolio, project, lab report, role play, performance, demonstration and time constraint examinations.

## GRADING MECHANISM

Pearson BTEC qualifications, including the Higher Nationals (HNs), employ a mastery model of assessment. The mastery model of learning is based on the principle that students must achieve a level of 'mastery' of prerequisite knowledge or skill, in order to progress to higher levels. The grading of BTEC Higher national qualifications is at unit and the qualification level.

In practice, the mastery model of assessment means that a student must achieve all of the required learning at a level and below to be awarded the grade.

Thus, for a student to achieve a **Pass**, they must achieve all the assessment criteria for a **Pass**. To achieve a **Merit**, students must achieve all the assessment criteria for a **Pass** and **Merit**. For **Distinction**, the student must achieve all **Pass**, **Merit** and **Distinction** assessment criteria.



## THE DIFFERENCE BETWEEN FORMATIVE AND SUMMATIVE ASSESSMENT

**FORMATIVE** assessment is primarily developmental in nature and designed to give student feedback on the performance and progress throughout the unit delivery. It is a key part of the learning process and can enhance learning and contribute to raising standards. Students are continuously formatively assessed by your tutors and peers via in-class activities

FORMATIVE FEEDBACK IS INVALUABLE, DO NOT IGNORE IT!  
ANYTHING THAT'S NOT CLEAR, ASK QUESTIONS AND LET YOUR  
PEERS, TUTORS AND LECTURERS SUPPORT YOU.

**SUMMATIVE** assessment is where students are provided with the **assignment grades** contributing towards the overall unit grade. All formative assessment feeds directly into the summative assessment for each unit. After the assignment grade is known to the student ( he/she will sign the Summative Feedback form), the Assignment cannot be revisited nor the grade be changed.

# ASSESSMENT POLICIES



## APPEAL POLICY

If the student disagrees with the grade awarded for the assignment, an appeal can be placed by following HTU's Appeal's Policy ( the Appeal template request) is accessible online/student portal. Students should follow the standard appeal procedures.

## DEALING WITH LATE ASSIGNMENT SUBMISSION

Students may be given **authorized extensions** for legitimate reasons, such as illness, at the time of submission or other legitimate circumstances.

For assessment to be fair, it is important that students are all assessed in the same way and that **some students are not advantaged by having additional time or the opportunity to learn from others.**

## ARE THERE CONSEQUENCES FOR LATE SUBMISSIONS?

Yes. If a student submits late work, without an authorized extension for late submission ( template), the instructor and the head of Department reserve the right to apply the appropriate measures in fairness to the rest of the learners. Whatever the circumstances it is important to contact the instructor, not to miss a submission deadline without speaking to them first.

This might result in either 'capping of the grade' or disqualifying the student from the course. Resubmission cannot be applied if the work was not submitted in the first place.

## DISCONTINUE A UNIT (HNC OR HND)

The student may wish to “discontinue” a unit by abiding to the deadline as reflected on the academic calendar. The “discontinue request template” is accessible on the student portal which needs the approval of your instructor and Head of Department (HOD) after you place the request. If the request is formally approved, the student will restudy the unit again whenever offered enabling to achieve **P, M D**.

## FORCED DISCONTINUE AND ATTENDANCE

If a student exceeds the allowed unexcused 20% and excused 25% attendance absence, the instructor reserves the right to evoke the “forced discontinue” measure. In this case, the student will have to restudy the Unit again when offered and cover the cost.

## PLAGIARISM OR MALPRACTICE (CHEATING)

### WHAT COUNTS AS PLAGIARISM?

PLAGIARISM IS THE USE OF ANOTHER'S WORK WORDS, OR IDEAS WITHOUT ATTRIBUTION, DELIBERATELY OR RECKLESSLY

Plagiarism is monitored with the support of ‘Turnitin’ software and is integrated with the learning platform Moodle. Reported plagiarizers will suffer serious consequences.



# BTEC HN'S RESUBMISSION, REPEATING AND COMPENSATION PROVISIONS



PLEASE READ CAREFULLY AND UNDERSTAND THE BELOW STUDENT DECLARATION WHICH IS ACCESSIBLE ON THE STUDENT PORTAL AS WELL.

### STUDENT DECLARATION (REPEATING PEARSON UNITS)

**Student Name:**

**Student ID #:**

**School:**

**Major :**

I the undersigned declare hereby that I understand and agree with the following provisions related to **BTEC HN resubmission , repeating and certification of BTEC HN regulations:**

1. I am registered with Edexcel (EOL) as a Full Award learner.
2. BTEC HNC (level 4) and HND (level 5) are an integral part of HTU's study plans and conditions for further progression towards a B.Sc. Degree at HTU.
3. I need to complete successfully both levels, HNC (8 Units) & HND (8 Units) ( as per BTEC HN provisions).
4. I cannot have more than one "U" per level on my Pearson Notification of Performance. This will prevent me from Pearson Certification and further progression towards Bsc's at HTU.
5. If I fail on a first submission, I will have the opportunity for resubmission only one time, with a grade capped at "P"
6. If I fail to achieve the Pass again after resubmission, I can Repeat the Unit.  
I will study again the Unit with full attendance and payment.  
A Unit can be repeated only one time, with a grade capped at "P".
7. If I fail to achieve the "P" after repeating a UNIT:
  - a. (if mandatory), I will study the course as HTU course, however, I will receive an "U" reflected on BTEC HN Notification of Performance as per Pearson compensation provision. I am aware if I fail to pass two mandatory Pearson courses from same qualification level will lead to my expulsion from the PROGRAMME.
  - b. If (optional), it could be replaced with another optional unit from the same level if available, following the rules of combination.
8. Mandatory Units cannot be replaced.

**Student Signature:**

**Date:**

## DOES THE ‘COMPENSATION’ PROVISION HAVE AN IMPACT ON PROSPECTS IN THE LONG TERM?

Depending on the progression route, accepting a unit as compensation will appear on the final Student Notification of Performance (NOP) as unclassified “U”. If the student wishes to progress to higher Level 6 study, the progression opportunities could be affected, therefore “Compensation” should be a last resort measure. Only one Unit per level (4 or 5) may be compensated.

## PROGRESSION FROM TECHNICAL DEGREE TO BACHELOR’S

Even though a student was admitted for a technical degree, if he/she meet all university , and faculty , requirements with an accumulative of **2.8 GPA**, a top-up progression is possible.

## QUALIFICATION AND SPECIALIZATION TRANSFER AT HTU.

The transfer request templates for both are uploaded on the student portal. The student needs to follow the instructions as described therein.

## KEY IV TEMPLATES FOR STUDENTS

- Assignment Brief
- Scheme of Work (SOW)
- Assignment Feedback
- Student Declaration - **On student Portal**
- Student Resubmission - **On student Portal**
- Discontinue Unit form - **On Student Portal**
- Transfer Templates - **On Student Portal**
- Grade Appeal - **On Student Portal**

## WHAT IS HNGLOBAL?

HNGlobal is an International Community platform designed to support the learners on their BTEC Higher National Journey. We strongly recommended to create an account and benefit by the rich variety of available resources.

<https://hnglobal.highernationals.com/>

HTU Centre # 91929 is requested when you sign-in.

## THE STUDENT VOICE

Feedback from students completing each stage of their programme is essential to enhancing the quality of the teaching and learning experience. HTU will conduct two types of surveys

- **Online evaluation survey** at the end of each semester
- **The annual student survey**, to reflect on the experience of Pearson BTEC HN's students each year.

## STUDENT SUPPORT

For more queries related to this guide, please refer to the following:

- Your Instructor
- Your Academic Advisor
- Head of Department
- Dean (LIV-Programme leader)
- The Quality Assurance Director
- <https://www.htu.edu.jo/qaoffice.html>
- Join HNGlobal - <https://hnglobal.highnationals.com>



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