Vocational Assessment Policy – 2025/26

1. Issue and review

The date of issue of this policy is September 2025.
This policy will be reviewed annually.

2. The Scope of this Policy

This document lays out the assessment policy of The Purcell School for all RSL Vocational Qualifications. This document is designed to be used in conjunction with RSL guidance (specifications, syllabus documents, RSL How to Guides and Centre Handbook) which is available to all assessors via the RSL website.

3. Assessment Policy Internal Assessment Assignment Briefs

All learners will work on assignment briefs for internally assessed units and present their evidence using slide software such as Microsoft PowerPoint or longer written responses through Microsoft Word. Where creative or visual work is created this will be handed in the relevant format and evidence also included on learners' slides. Learners have access through their school account, work will be reviewed and feedback given by assessors through Microsoft Teams then internally verified through the school network. All assignment briefs will be created by the assessor delivering the programme. 100% of these will be internally verified prior to issue. All assessors will submit assignment briefs at least four weeks before delivery and sign off within two weeks.

Assignment briefs will include:

- Qualification title, unit number and name
- The name of the centre and the tutor
- The date set and the deadline for submission
- The tasks – laid out in an accessible way for learners
- The assessment criteria alongside each task
- Links to related resources (if appropriate)
- Grading criteria
- Submission checklist
- How work is to be submitted

Internal Assessment Practice

All internal assessment will be conducted as assessment not as part of teaching and learning:

- Learners complete their work within direct sight of the tutor(s) throughout the assessmen.
- Learners may complete their work collaboratively but they must indicate their own contribution and that contribution MUST meet ALL assessment criteria in the specification.

- All work submitted must be attributable to the learner
- The centre must ensure that learners have access to materials and resources as required
- Feedback can be provided to the learner during completion of internal assignments but must not constitute coaching or teaching in order to ensure that the work can be authenticated
- The assessment must be undertaken in the allocated time on the assignment brief

Resubmissions

The Purcell School has the following policy on resubmissions:

- Learners will be allowed one re-sit for internal assessments only
- Learners can apply for special considerations should there be sufficient reason. In this instance the Purcell School Special Consideration Policy will apply
- Resubmissions are uncapped if submitted by the required deadline
- Late resubmission is capped at a Pass

Assessment of Learner Work

All learner work will be assessed for:

Authenticity
Learners will:

- Introduce themselves on video evidence presented
- Every learner will be clearly seen and heard on all video evidence
- All written work will be labelled with learner name, centre name, date of submission, task and unit title on EVERY page

Plagiarism

The Purcell School will investigate all cases of plagiarism identified through assessment. Assessors are required to ensure that all learner work is authentic, and they must reference any research that they have undertaken in their final submission using an acceptable referencing system (e.g. Harvard). When working in collaboration, all work must be directly attributable to the individual learner.

Assessment Criteria

All learner work will be assessed initially against the assessment criteria. If the learner has met all the assessment criteria, work will then be graded accordingly using the grading criteria. If they have not met the assessment criteria, a grade of unclassified will be given.

Grading Criteria

All learner work meeting all the assessment criteria will be graded as Pass or above. All grading decisions will be clearly auditable and will justify the grading decision made.

The Audit Trail

All assessment, both formative and summative, as well as grading decisions of Unclassified/ Pass/Merit/Distinction will have a sufficient audit trail which will include:

- Learner name and details set out in the relevant assignment brief
- Date of assessment
- Type of assessment (formative or summative)
- Written feedback on the evidence seen:
    - against the assessment criteria
    - using the grading descriptors
    - motivational and developmental
    - precise and easy to follow
- Grade given for the work
- Details of any resubmission required and the relevant deadline
- Evidence of internal verification and 'sign off'
- All assessors will use Microsoft Teams and RSL proformas for their feedback and assessment decisions.

Timing of Assessment

All evidence will be assessed within two weeks of receipt and feedback will be provided to the learners. It is the supervisor's responsibility to ensure that all learner work is graded appropriately and that the audit trail is available upon request to:
- Quality assurance staff
- Internal verifiers
- The Awarding Organisation

Levels of Control for RSL External Assessment During the preparation time:

This will be conducted under non-supervised conditions:
- There will be sufficient evidence to ensure that the work can ultimately be authenticated as the learner's own
- Use of resources including the internet is permitted and should be referenced
- Interaction with other learners is permitted but the work must be authenticated as the learner's own
- Time is restricted to the allocated period stated in the Controlled Assignment
- Teaching staff may provide direction and general advice as required. During the controlled assessment: This will be conducted under supervised conditions.
- Learners complete their work within direct sight of the supervisor(s) throughout the assessment.
- Learners have a limited amount of time as specified in the Controlled Assignment Brief.
- Learners complete their work independently. There is interaction with other learners only for the purposes indicated in the assignment. All work submitted must be attributable to the individual learner.
- No access to email, the internet or mobile phones unless expressly stated by the Controlled Assignment Brief.
- Learners will have access to materials and resources as defined in the Controlled Assignment Brief. Any other materials which may provide assistance are removed or covered.

- No feedback can be provided to the learner throughout the controlled assessment period. All learner work will be uploaded by the deadline given by RSL by the assessor (subject teacher)

Policy reviewed by: Mrs Natasha Hodes and Head of Centre

Centre Name	The Purcell School
Centre Number	17610
Date Policy First Created	April 2019
Current Policy Approved By	SLT
Date of Next Review	November 2026