

## GENERATING BTEC CENTRE ASSESSED GRADES (Stage 1): GUIDANCE FOR BTEC DATA ENTRY

You may find it helpful to see the guidance document “*GENERATING CENTRE ASSESSED GRADES (Stage 1): GUIDANCE FOR DATA ENTRY IN SIMS*” to follow a similar process for entering BTEC data.

### 1 - DEADLINES FOR COMPLETED INTERNAL UNITS IN YEAR 10 – YEAR 13

**By Tuesday 2nd June:** Go to SharePoint → ‘Exams’ → “BTEC grades Summer 2020”. Download the spreadsheet called “BTEC Master revised”. Clicking on [this link](#) will take you to the folder in SharePoint.

- Year 11 and Year 13 teachers.
- ⇒ Action: Check the cells in green to indicate that they are completed units, as shown in the example below.
- ⇒ Action: Send email to JOC and KAL only if the information shown is incorrect.

Year 10 and Year 12 teachers

- In the spreadsheet, students are listed in your subject by Key Stage, not by year group. For KS4 courses, there are two columns for each unit: either Level 1 or Level 2.
- ⇒ Action: Insert grades for *completed* internal units.
- ⇒ Colour columns in green which are *completed* internal units.
- ⇒ Re-save the spreadsheet as “Subject + Completed internal units + today’s date” and save into “BTEC grades Summer 2020”. Keep a copy of the spreadsheet in your own area.
- ⇒ Send email to JOC and KAL / cc FMI to confirm your spreadsheet is saved into the Exams folder.

	C	D	E	F	G	H	I	J	K	L	M
1	Subject:	Enterprise	L1 / L2	Tech Award	Unit Title:	Exploring Enterprises	Exploring Enterprises	Planning for & Pitching an Enterprise	Planning for & Pitching an Enterprise	Promotion and Finance for Enterprise	Promotion and Finance for Enterprise
2	Year Group:	11			Int or Ext / Status:	Internal / M	Internal / M	Internal / M	Internal / M	External / M	External / M
3	Code / Value:	BGYZ6 / 12			Unit No / Group / Value:	Unit 1 / A / 3.6	Unit 1 / A / 3.6	Unit 2 / A / 3.6	Unit 2 / A / 3.6	Unit 3 / A / 4.8	Unit 3 / A / 4.8
4	QAN:	603/1916/1			L1 or 2 / Unit Code:	L1 - 21426K	L2 - 21425K	L1 - 21828L	L2 - 21827L	L1 - 21430K	L2 - 21429K
5	Subject	Name	Class	Initials	Withdrawn?	Grade	Grade	Grade	Grade	Grade	Grade
6	Business BTEC	Ashby Franchesca	11A/Bt1	ACA		M		P			M
7	Business BTEC	Azilomhen Nelly	11A/Bt1	ACA		D		M			P
8	Business BTEC	Begum Amina	11A/Bt1	ACA		M		M			M
9	Business BTEC	Finnemore Daisy	11A/Bt1	ACA		M		M			U
10	Business BTEC	Graham Amelie	11A/Bt1	ACA		D		M			M
11	Business BTEC	Horner Madison	11A/Bt1	ACA		M		M			P

**By Friday 5th June:** Exams team

- ⇒ Action: Submit grades to awarding bodies for completed internal units in Year 10 – Year 13

### 2- DEADLINES FOR INCOMPLETE INTERNAL UNITS

**By Tuesday 2nd June:** Year 10/Year 11/Year 12/Year 13 teachers

Consider the outstanding internal units listed in your Assessment Calendar due for completion from 20th March to the end of this academic year.

- ⇒ Action: Input estimated unit grades into the BTEC spreadsheet for *incomplete* internal units.
- Keep your own record of estimated unit grades as ‘strong’ or ‘weak’, e.g. a ‘Strong’ Pass grade which is at the top of this grade band.
  - The estimated grade should account for students who have been entered for re-sitting internal units. It is the most plausible grade that would have been achieved by students, had they been given the chance to re-sit their unit.

	D	E	F	G	H	I	J	K	L	M
	Performing Arts Dance	L1/L2	Tech Award	Unit Title:	Exploring the Performing Arts	Exploring the Performing Arts	Developing Skills & Techniques in Performing Arts	Developing Skills & Techniques in Performing Arts	Performing to a Brief	Performing to a Brief
11				Int or Ext / Status:	Internal / M	Internal / M	Internal / M	Internal / M	External / M	External / M
BBJH6 / 12A				Unit No / Group / Value:	Unit 1 / A / 3.6	Unit 1 / A / 3.6	Unit 2 / A / 3.6	Unit 2 / A / 3.6	Unit 3 / A / 4.8	Unit 3 / A / 4.8
601/7233/2				L1 or 2 / Unit Code:	L1 - 21120K	L2 - 21119K	L1 - 21122K	L2 - 21121K	L1 - 21124K	L2 - 21123K
	Name	Class	Initials	Withdrawn?	Grade	Grade	Grade	Grade	Grade	Grade
	Barrs Nikki	11A/Px1	BDA			D		M		
	Carr Rachel	11A/Px1	BDA			D		D		
	Chattenton Niamh	11A/Px1	BDA			M		M		
	Coltun Xenia	11A/Px1	BDA		M		M			
	Fairbrass Isabelle	11A/Px1	BDA			M		M		
	Fletcher Millie	11A/Px1	BDA		M		M			
	Gallagher Olivia	11A/Px1	BDA		M		M			

- ⇒ Action: Colour these columns in red to indicate that these are *incomplete* internal units.
  - ⇒ Action: Save the spreadsheet as “Subject + Data for incomplete internal units + today’s date” and save into “**BTEC grades Summer 2020**”. Keep a copy of the spreadsheet in your own area.
  - ⇒ Action: Send email to JOC and KAL / cc FMI to confirm your spreadsheet is saved into the Exams folder.
- No rank order should be added at this stage.
  - No ‘overall grade’ is required. Awarding bodies will generate an overall grade by combining estimated grades and actual marks from internal and externally assessed units.

### **3 - EXTERNALLY ASSESSED UNITS**

#### **Year 10 – Year 13**

No further action required.

### **4 - DEADLINES FOR RANK ORDER (Do not enter data before Thursday 4th June)**

**By Friday 12th June:** Year 10/Year 11/Year 12/Year 13 teachers

- Download the spreadsheet called “BTEC Master revised” and re-save it as “Subject + Rank order + today’s date”. It will be prepopulated with points for external units that students have already taken. You are now going to rank order the overall points and grades for your subject cohort for Year 10, Year 11, Year 12 and Year 13 students.
- ⇒ Action: Add the Points for each internal unit using the BTEC calculators uploaded in the Exams folder in SharePoint (click [here](#) to open the page). Adapt the points to show ‘strong’ or ‘weak’ grades.
- If students have not yet taken externally assessed units, add estimated points to help you rank their overall points score. The spreadsheet will calculate the total points and corresponding overall grade.
- ⇒ Action: Sort the ‘Total points’ column, first, to make ranking easy.
- Action: Rank the ‘Total points’ column. In a cohort of 40 students, the student ranked 1 is the highest achieving student and the student ranked 40 is the lowest achieving student. Add the rank number in the column headed ‘**Rank order**’.
- Where students have the same points, the student who is most secure at this grade is ranked *above* the student who is least secure.
- No rank order is required for courses which award only ‘Pass’ and ‘Fail’ grades: Level 2 Law and Legal / Work Skills.
- The Data office will work out the rank for your subject cohort and return it to you for checking and verification.
- ⇒ Action: Save the spreadsheet as “Subject + Rank order + today’s date” and save into “**BTEC grades Summer 2020**”. Keep a copy of the spreadsheet in your own area.
- ⇒ Action: Send email to JOC and KAL / cc FMI to confirm your spreadsheet is saved into the Exams folder.

### **5 – DEADLINE FOR SUBMISSION OF BTEC RANK ORDERS**

**By Wednesday 17th June:** Exams team

- ⇒ Action: Submit rank orders to awarding bodies for students in Year 10/Year 11/Year 12/Year 13.

The BTEC process for awarding Centre Assessed Grades is complete by 17.6.20.