



**West Exe School**

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# BTEC DISTANCE AND BLENDED LEARNING POLICY

2025-2026

A BTEC distance and blended learning policy ensures that the quality of education and assessment is maintained when a mix of online and in-person learning is used. Key components include ensuring the authenticity of learner work, providing timely and constructive feedback, clearly setting assignments, and securely storing all assessment records.

## **Aims**

1. To ensure that distance and / or blended learning delivery meets the guidelines set by Pearson.
2. To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

To do this, West Exe School will:

- Apply for distance learning approval, prior to any recruitment, enrolment, or delivery / assessment of any intended permanent distance learning provision
- Accurately register learners on Edexcel Online, indicating the 'study mode' of delivery, if distance learning
- Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely
- provide learners studying via distance learning with appropriate resources, support, and online virtual delivery, as required
- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner
- Ensure the setting of assignments is undertaken in the face-to-face sessions for blended learning, and that deadlines are clear
- Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Terms of Approval.

At West Exe School will have procedures for:

- Advice & guidance, enrolment, and induction for distance learning (if appropriate)
- managing feedback on assignments
- constructive feedback in a timely manner
- submissions / resubmissions & retakes as appropriate
- authenticating learner's work
- minimising assessment malpractice / plagiarism
- secure storage of all assessment and internal verification records
- comply with the requirements as set out in the Pearson policy for Distance learning

& assessment.

West Exe School will comply with the requirements as set out in [the Pearson policy for Distance & blended learning](#)

### **Procedures:**

#### **Identifying students who might use distance or blended learning:**

- Attendance and Inclusion Team will identify students who might not be able to attend school on a regular basis.
- Laura Jacobs and Libby Smith will decide if students can meet BTEC criteria and whether they should be enrolled/ registered for a BTEC Course.
- Programme Leads will be responsible for completing an induction programme and providing support for the learner. They will monitor engagement and liaise with programme assessor/teacher to check progress and to ensure assessments are submitted by the set deadlines. They will also manage secure storage of all assessment and internal verification records.
- Delivery teacher/assessor will be responsible for:
  - Managing feedback on assignments
  - Ensuring constructive feedback is received in a timely manner
  - Authenticating a learner's work and minimising malpractice and plagiarism.
  - Facilitating submissions/resubmissions and retakes as appropriate.

#### **Using Google Classroom:**

These are outlined in West Exe Schools Guidance for Delivering Online Live Lessons  
**Where can this be found????? – can we add the link?**

#### **Assessment procedures for BTEC using Online platforms:**

- Assignments should be set and deadlines made clear during *face-to-face sessions*. Lead Iv's/Programme Leads should keep a record of issue dates and shared submission dates in accordance with their assessment plans.
- Measures to ensure work is authentic and to prevent malpractice (like plagiarism) must be in place.
- Processes for managing feedback, resubmissions, and retakes are detailed in the Assessment policy.
- Any appeals against assessments will follow the Appeals Policy.

### **Staff roles & responsibilities**

- IV's / Programme Leads and Assessors will be delivering lessons as per assessment / teaching plans.
- Lead IV's / Programme Leads liaise with IV's and Assessors regarding the delivery of lessons and may access a live lesson to drop in (in line with school procedures).

### **Staff updating / training**

- All teaching staff have received training on how to deliver Live Lessons using the Google Classroom platform.

All staff are required to deliver Live lessons as part of daily practice at West Exe. Quality assurance is checked through SLT drop in's.

### **Key dates & actions for processes & procedures**

- These are dependent on which units are being studied and when they are being taught.

This is outlined in the assessment / teaching plans.

Programme Leads will ensure the Deputy Headteacher (Laura Jacobs), the Examinations Officer (Elizabeth Henderson) and the Quality Nominee (Chris Davies) is fully informed via electronic copies of results.

See also the school calendar that includes all relevant key dates for examination periods.

Links:

<https://www.jcq.org.uk/examsoffice/appeals/>



Mrs Chris Davies  
(Quality Nominee)



Mrs Laura Jacobs  
(Deputy Headteacher – Curriculum and standards)

Date: September 2025

Review Date: September 2026