



March 2023

Ref: KMN/DIH

Dear Families,

### **BTEC Important Information**

As you are aware, your child is currently studying one or more BTEC subjects as part of their Key Stage 4 options. For the new BTEC Tech Awards that your child is currently studying, there are two Internal Assessments that have been set by the exam board. These must be completed within an assessment window with timeframes that have been set by the exam board. This current assessment is worth 30% of the final grade for the course and is due to be fully completed, with marks uploaded to the exam board, before Monday, 1 May 2023.

During this current assessment window, it is imperative that your child is on time to all lessons, bringing with them their Academy loaned device and charger (where appropriate) and does not miss any of the assessments. The assessment window is tight and any missed note taking days or assessment days are very difficult to catch up. If a student knows that they will not have access to their Academy device, they should ensure that they have informed their BTEC teacher so that alternative arrangements can be made.

During the assessment your child will be working on several documents over an extended period. They will not be allowed access to these between assessment sessions as special accounts will be used. Work created must be saved with sensible filenames as indicated at the start of each task session as these are the only files that will be submitted to the exam board.

The Internal Assessments are independent work, in these sessions students are required to follow examination rules. This means that communicating with their peers is forbidden and any attempt to do so could result in disqualification from this assessment.

Your support in ensuring good attendance throughout this assessment period is important in allowing your child the best possible chance at achieving the best grade possible in their chosen BTEC subject.

Your sincerely

Mr D Irish  
**Principal**

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