



EMMANUEL COLLEGE

Emmanuel Schools Foundation

Emmanuel College

BTEC & OCR Level 3 Student Handbook

VALUED, CHALLENGED, INSPIRED

2024/25

A Message from BTEC Pearson

Welcome

With a track record built over 30 years of learner success, BTEC Nationals are widely recognised by industry and higher education as the signature vocational qualification at Level 3. They provide progression to the workplace either directly or via study at a higher level.

Why are BTECs so successful?

BTECs embody a fundamentally learner-centred approach to the curriculum, with a flexible, unit-based structure and knowledge applied in project-based assessments. They focus on the holistic development of the practical, interpersonal and thinking skills required to be able to succeed in employment and higher education.

Assessments and projects are chosen to help learners progress to the next stage. This means some are set by your teachers, while others are set and marked by Pearson so that there is a core of skills and understanding that is common to all learners. For example, a written test can be used to check that learners are confident in using technical knowledge to carry out a certain job.

A word to learners

Today's BTEC Nationals are demanding, as you would expect of the most respected applied learning qualification in the UK. You will have to choose and complete a range of units, be organised, take some assessments that BTEC Pearson will set and mark, and keep a portfolio of your assignments. But you can feel proud to achieve a BTEC because, whatever your plans in life – whether you decide to study further, go on to work or an apprenticeship, or set up your own business – your BTEC National will be your passport to success in the next stage of your life.

Good luck, and we hope you enjoy your course.

Adapted from:

[Specification - Pearson BTEC Level 3 National Diploma in Applied Science](#)

Why BTEC?

The great thing about BTEC Nationals is that they combine external exams with internally assessed coursework units. Over 100,000 students apply to UK universities every year having studied a BTEC course – that's about 1 in 4 students. BTEC courses open doors for students and give them great chances to start amazing careers!

At Emmanuel we do three sizes of BTEC Level 3 National courses:

BTEC Extended Certificate	Equivalent to ONE A level.
BTEC Diploma	Equivalent to TWO A levels.
BTEC Extended Diploma	Equivalent to THREE A levels.

UCAS Points

BTEC National Extended Certificate (Triple Award)	BTEC National Diploma (Double Award)	BTEC Extended Certificate (Single Award)	UCAS Points
D*D*D*			168
D*D*D			160
D*DD			152
DDD			144
DDM			128
DMM	D*D*		112
	D*D		104
MMM	DD		96
MMP	DM		80
MPP			64
		D*	56
PPP	MP	D	48
	PP	M	32
		P	16

Adapted from:

[BTEC and UCAS points | Pearson qualifications](#)

Assessment of Internally Assessed Units (Coursework).

Like all schools and colleges Emmanuel has to follow the rules and procedures for coursework that are set out by BTEC, these are described in the BTEC assessment guide.

[btec-centre-guide-to-internal-assessment.pdf \(pearson.com\)](https://www.pearson.com/uk/secondary/curriculum/assessment/btec-centre-guide-to-internal-assessment.pdf)

Our BTEC courses are well planned, and you will be given clear deadlines when you will need to hand in each piece of coursework. You must meet these deadlines. However, if you have an issue you should talk to your teachers **before** these deadlines, and they **may** be able to arrange an extension.

Once your work has been marked there may be an opportunity to improve your coursework, but this is not guaranteed, and the following conditions apply. **Senior teachers can only authorise ONE opportunity for a learner to resubmit evidence to meet assessment criteria if the following conditions are met:**

- The student has met initial assignment deadlines, or in exceptional circumstances revised deadlines.
- The teacher believes the student will be able to provide improved evidence without further guidance.
- Confirmation has been completed by the teacher and student that evidence is authentic and is the student's own work.

If these conditions are met, then the students must ensure that they complete assessments for resubmission with no further guidance within a deadline of a maximum of 15 working days.

If this resubmitted work still does not meet the pass criteria, then in exceptional circumstances senior teachers can **authorise ONE opportunity for a student to retake a new assignment**. This can only happen if:

- The student has met all of the conditions listed above for a resubmission but has still not achieved the targeted PASS criteria.
- It must be a new task or assignment targeted only to the pass criteria which were not achieved on the original assignment.
- The teacher must set and record a clear deadline before the learner starts a retake.
- The deadline must fall within the same academic year that the initial submission was made.
- On submission of the work, both the teacher and student must also submit a signed declaration of authentication.
- **The teacher cannot award a merit or distinction grade for a retake assignment – this work can be graded PASS only.**
- The learner will not be allowed any further resubmission or retake opportunities.

Plagiarism

JCQ (Joint Council for Qualifications) Guidance:

[Plagiarism in Assessments - JCQ Joint Council for Qualifications](#)

Plagiarism refers to a student copying work and submitting it as their own. This can involve published resources (whether in print or on the internet), AI-generated content, essays, or pieces of work previously submitted for assessments by others or manufactured artefacts. Copying can involve memorisation and reproduction of text.

Definition of Malpractice by Students

This list is not exhaustive and other instances of malpractice may be considered by Emmanuel College at its discretion:

- Plagiarism of any nature.
- Collusion by working collaboratively with other students to produce work that is submitted as individual student work.
- Copying (including the use of IT to aid copying).
- Deliberate destruction of another learner's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.
- Using AI to generate assessed work and passing it off as the student's own work.
- Any other action by a learner that is judged to be an attempt to unfairly obtain a grade that is higher than should be obtained, or any action by a student that attempts to unfairly reduce the grade of another student.

Where malpractice is proven, Emmanuel College will apply the following penalties / sanctions:

The student code of conduct states (in stages of severity):

- The piece of work will be awarded zero marks.
- You will be disqualified from that unit for that exam session.
- You will be disqualified from the whole subject for that exam session.
- You will be disqualified and barred from entering again for a period of time.
- You will be expelled from the school.

In addition, for BTEC work:

If the learner has signed not yet signed a declaration of authenticity:

- Any work that is not the learners own will not be marked.
- The work will be repeated to a new deadline ensuring that it is the student's own work.
- A resubmission will NOT be allowed.
- Senior teachers in college will be informed.
- The student will be spoken to, and a letter sent home.

If this is repeated or judged to be particularly serious the Head of Centre will be informed, and the Exam Officer may need to inform Pearson.

If malpractice is found *after a learner has signed the declaration of authenticity*, then the exam board BTEC Pearson need to be informed.

ABOUT PLAGIARISM

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

There are many ways to detect plagiarism:

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using (or even marked the essay you have copied from).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Using AI chatbots such as ChatGPT is also a form of plagiarism and systems are in place to detect work which is not your own.

PENALTIES FOR BREAKING THE REGULATIONS

Penalties for plagiarising work in College are laid out in the Plagiarism Policy.

In relation to coursework, if your work is submitted and it is discovered that you have broken the regulations, one or more of the following penalties will be applied:

- The piece of work will be awarded zero marks.
- You will be disqualified from that unit for that exam session.
- You will be disqualified from the whole subject for that exam session.
- You will be disqualified and barred from entering again for a period of time.
- You will be permanently excluded from school.

Using information from published sources (including the internet) as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

The work which you submit for assessment must be your own.
You must not copy from someone else or allow another candidate to copy from you.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference should show the name of the author, the year of publication and the page number. For example, *Phillips, D.C. (2004) Perspectives on Learning, Teachers College Press, p.164.*

For material taken from the internet, your reference must show the precise web page and the date on which it was accessed, not just the search engine used to locate it. This can be copied from the address line. For example, *<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, accessed on 14 Jan 2009.*

You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your project. For example, *Morrison, A. (2000) Mary, Queen of Scots, London: Weston Press.*

If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism.

PREPARING YOUR COURSEWORK – GOOD PRACTICE

If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you.

If you worked as part of a group on a project, for example, undertaking field research, you must each write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

APPLIED SUBJECTS

Students who are pursuing an applied subject such as a BTEC must be aware of the precise details relating to plagiarism and retakes. These will be outlined to all students at the beginning of Year 12. The rules governing malpractice are not internal College procedures but the binding regulations of the awarding body.

Use of AI (Artificial Intelligence)

JCQ Guidance:

[Malpractice - JCQ Joint Council for Qualifications](#)

Artificial Intelligence (AI) Use in Assessments

Students who misuse Artificial Intelligence (AI) such that the work they submit for assessment is not their own will have committed malpractice. Students therefore need to make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student, and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.

Where malpractice is proven, Emmanuel College will apply the following penalties / sanctions:

The student code of conduct states (in stages of severity):

- The piece of work will be awarded zero marks.
- You will be disqualified from that unit for that exam session.
- You will be disqualified from the whole subject for that exam session.
- You will be disqualified and barred from entering again for a period of time.
- You will be expelled from the school.

In addition, for BTEC work:

The learner has not yet signed a declaration of authenticity:

- Any work that is not the learners own will not be marked.
- The work will be repeated to a new deadline ensuring that it is the student's own work.
- A resubmission will NOT be allowed.
- The QN and Head of Sixth Form will be informed.
- The student will be spoken to, and a letter sent home.

If this is repeated or judged to be particularly serious the Head of Centre will be informed, and the Exam Officer may need to inform the exam board BTEC Pearson.

AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



BTEC Grading Appeal

If you are not happy with the grade that you have been awarded for a piece of internally assessed coursework you are entitled to appeal the grade by following the stages below.

- In the first instance, students should discuss their concerns with the teacher who awarded the grade.
- If there are further queries, it should then be referred to the Head of Department and Lead IV and then with Mr Robson, Quality Nominee.
- Where a student continues to believe the mark allocated does not fairly reflect the quality of work, they should provide details below and submit to the Principal within three weeks of receiving notification of the grade.
- The Principal will convene a meeting for the student and their parent(s)/guardian(s) to present their case.

Learner name:			
Qualification:			
Unit number & title:			
Date learner received notification of grade:		Date of meeting with Principal:	
Grounds for appeal			
Supporting evidence			
Outcome of meeting with Principal			