



BTEC DISTANCE & BLENDED LEARNING POLICY

Recommended by:	Senior Vice Principal
Recommendation Date	11 th November 2025
Ratified by:	LAGB
Signed:	<i>J Goodman</i>
Position on the board	Chair of Governors
Ratification Date	25 th November 2025
Next Review:	November 2026
Policy Tier (Central/Hub/School):	School

1. Roles and Responsibilities

Role	Name(s)	Responsibilities
Head of Centre	Mr S Brownlow	
Examinations Officer	Ms K Machin	Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for students.
Quality Nominee	Mrs M Martin	Responsible for coordinating and monitoring the student details held with awarding body.
SENCO	Ms H Nutting	Oversee the provision for students with SEND
Programme Leader	Various, depending on course	Responsible for ensuring student details held by Pearson are accurate and that an audit trail of student assessment and achievement is accessible. Responsible to grade entry onto Edexcel Online as well as ensuring these are accurate and double checked within department.
Lead Internal Verifier	Various, depending on course	Responsible for moderation of marked work and liaising with course lead. Manage all appeals for a subject. Production and maintenance of assessment plan.

2. Aims

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

To do this, Gospel Oak School will:

- Apply for distance learning approval, prior to any recruitment, enrolment, or delivery/assessment of any intended permanent distance learning provision
- Accurately register students 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 students are working remotely
- Provide students 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 students submit work measures are taken to ensure the work is authentic and has been completed by the student
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement.

We will continue to provide engaging, meaningful learning experiences for all our BTEC students. To do this, Gospel Oak School will:

- Continue to use MyBtec to ensure all key documents are always kept electronically and therefore easily accessible.
- Use Microsoft Teams where necessary. This platform allows teachers to upload their own resources and provide feedback to their students through regular channels of communication.
- Offer live lessons to students that are having to work from home which will enable students to have some degree of interactivity with their teachers that replicates a classroom environment. Students will be notified in advance of when the live lessons will take place.
- Provide staff training to prevent and detect any instances of malpractice which may arise due to the blended delivery/assessments chosen.
- Ensure that students are fully aware of the need to ensure they avoid any forms of malpractice (for example plagiarism), and the consequences should they commit it.
- Offer advice and guidance on distance learning in the induction process to ensure that all students are clear with the processes that are in place.
- Comply with the requirements as set out in the Pearson policy for 'Distance learning & assessment'.

3. Monitoring and review

This policy will be reviewed alongside all exam related policies on an annual basis and in line with guidance provided by Pearson. Updated policies will be distributed to the Examinations Officer, SENCO and Lead IVs.

4. Links

The key policies guiding BTEC policies are informed by the 'Information manual' published by Pearson each year which provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes.

[Entries & information manual | Pearson qualifications](#)

