



INTERNAL VERIFICATION POLICY BTEC

Aim:

- To ensure there is an accredited Lead Internal Verifier in each principal subject area
- To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
- To ensure that the Internal Verification procedure is open, fair and free from bias
- To ensure that there is accurate and detailed recording of Internal Verification decisions.

In order to do this, the Quality Nominee will ensure that:

- A Lead Internal Verifier is appropriately appointed for each subject area, is registered with Pearson and has undergone the necessary standardisation processes
- each Lead Internal Verifier oversees effective Internal Verification systems in their subject area
- staff are briefed and trained in the requirements for current Internal Verification procedures
- effective Internal Verification roles are defined, maintained and supported
- Internal Verification is promoted as a developmental process between staff
- standardised Internal Verification documentation is provided and used
- all centre assessment instruments are verified as fit for purpose
- an annual Internal Verification schedule, linked to assessment plans, is in place within each subject area.
- an appropriately structured sample of assessment from all programmes, units and Assessors is Internally Verified, to ensure centre programmes conform to national standards
- secure records of all Internal Verification activity are maintained within subject files.
- the outcome of Internal Verification is used to enhance future assessment practice.

Where only one member of staff exists within a subject area, subjects will be “buddied up” by QN.

In order to do this, the Lead Internal Verifier for each subject will:

- oversee effective Internal Verification systems in their subject area
- ensure that subject specific staff are briefed and trained in the requirements for current Internal Verification procedures
- ensure that Internal Verification is promoted as a developmental process between staff
- ensure that standardised Internal Verification documentation is provided and used
- check that all centre assessment documentation is verified as fit for purpose
- produce an annual Internal Verification schedule, linked to assessment plans, that covers all learners wherever possible, all staff and all levels of grading.
- Complete registration and standardisation activities as per deadlines issued by QN.
- IV all assignments and authorise any resubmissions within subject area.
- Keep secure records of all Internal Verification activity
- Ensure that the outcome of Internal Verification is used to enhance future assessment practice.
- Complete the SV process in a timely manner as per deadlines set by external SV.



Internal verification guidelines – students work

- You need to have work from selected students with their feedback and a copy of the assignment and specification, including assessment guidance for the relevant unit.
- You should focus on the process that the teacher has used to mark, assess and give feedback (you are not marking the students work)
- Using the standard IV sheets, you need to record your findings for each piece of assessed work.
- Record the grading of the tutor – record whether you agree with this or not.
- Make comments in the boxes on the processes used – these should be constructive and offer advice where needed on the achievement of evidence to meet the standards and positive comments can be offered on the work
- Finally recommend action that will improve the process of assessment and verification o Sign and date the sheet with an agreed date for “actions to be taken” if necessary
- Take copies – one for the teacher and one for the BTEC file.

Internal verification guidelines - assignments

- You need to have the assignment as produced by the teacher and a copy of the specification for the relevant unit.
- Read through the assignment in conjunction with the grid and “delivery” ideas from the specification.
- Then, using the standard IV sheets you need to record your findings for each assignment.
- Highlight YES or NO as indicated.
- If no write some comments in the boxes that are constructive and offer advice as to how the assignment can be improved.
- Sign and date the sheet with an agreed date for “actions to be taken” if necessary.
- Take copies – one for the teacher and one for the BTEC file.

Links:

The following documents are all stored in a staff shared google drive.

BTEC Calendar, Staff Handbook, BTEC Centre Guide to IV, BTEC Centre Guide to SV, Assessment templates, BTEC Centre Guide for Lead IVs

Reviewed by:

Date: 6th December 2020

A handwritten signature in black ink, appearing to read 'Liz Allton', written in a cursive style.

Liz Allton – Quality Nominee

To be reviewed December 2021