



## Internal Verification Policy

### Aim

- To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level 3).
- 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, Royal Russell will ensure that:

- Where required by the qualification, a Lead Internal Verifier has been appropriately appointed for each subject area; registered with Pearson; and trained in the necessary standardisation processes

**Quality Nominee** to remind Programme Leads of the necessary standardisation processes through OSCA at the first BTEC Leadership Meeting of the academic year in the 1<sup>st</sup> week of term and to subsequently ensure that these have been completed by the deadline.

**Quality Nominee** to ensure that internal assessment of all programmes is fair and that standards are consistent within and between programmes; and over time. Monitoring strategies to include:

- ✓ Review of planned and appropriate assessment opportunities at regular BTEC Leadership meetings;
- ✓ Organisation of regular external and internal CDP to ensure accurate assessment to national standards.

- Each Lead Internal Verifier oversees effective Internal Verification systems in their department

**Lead Internal Verifier** to use the specification for their BTEC qualification as the first point of reference for all planning and assessment alongside any assessment and delivery guidance provided. They must verify that:

- ✓ Assignment briefs are fit for purpose and enable the learner to produce evidence which meets the assessment criteria;
- ✓ Assessment decisions accurately judge learner evidence against the assessment criteria in a supportive way for learners and assessors.

- Staff are briefed and trained in the requirements for current Internal Verification procedures

**Lead Internal Verifier** to ensure all Assessors in a BTEC team are registered with MyBTEC by 10<sup>th</sup> September so that they can access the support and resources available from Pearson.

**Lead Internal Verifier** to ensure timely, regular standardisation takes place and is minuted in Department meetings to develop the internal verification skills of the whole team over time, including new members of staff. **Quality Nominee** to monitor this and share updates from Pearson in Department Advisor meetings and termly BTEC Leadership meetings.

- Effective Internal Verification roles are defined, maintained and supported

One **Lead Internal Verifier** to be identified and registered on Edexcel Online in each BTEC programme by 1<sup>st</sup> September. They will need to have achieved accredited status by 1<sup>st</sup> October by undertaking online standardisation through OSCA on Edexcel Online.

They will not undertake all of the internal verification as they also hold an assessor role for certain units. However, they are responsible for constructing the Assessment Plan by 1<sup>st</sup> September thus co-ordinating and monitoring the internal verification procedure to national standard for their programme.

- Internal Verification is promoted as a developmental process between staff and discussed regularly in Department meetings and Department Advisor meetings.
- Standardised Internal Verification documentation is provided and used.

**Internal Verifiers** will have:

- ✓ Knowledge and understanding of their BTEC programme;
- ✓ Experience of BTEC assessment requirements as a result of support provided by the LIV.

They will not have the ability to internally verify assignment briefs they have written or their own assessment decisions.

- All centre assessment instruments are verified either internally or externally as fit for purpose

Assignment briefs must be internally verified by the IV before being issued to learners. If any issues are identified by the IV, they must be addressed by the Assessor prior to issue ensuring that:

- ✓ Tasks and evidence allow the learner to address the targeted criteria;
- ✓ It is written in clear and accessible language;
- ✓ The tasks are relevant and appropriate to the qualification;
- ✓ Equal opportunities are incorporated.

Assignment briefs should be written during the planning and preparation stage. If they are re-used from a previous academic year, dates and deadlines must be checked and carefully revised. They must also be reviewed to ensure they are fit for purpose; appropriate for the new cohort; and improved on if necessary.

When internally verifying assignment briefs, Internal Verifiers need:

- ✓ The unit specification, assessment criteria and guidance;
- ✓ The assignment brief;
- ✓ The internal verification form for assignment briefs.

The Internal Verifier should check that the brief:

- ✓ Has accurate programme and unit details;
- ✓ Has clear deadlines and a time period of appropriate duration;
- ✓ Shows all relevant assessment criteria and indicates relevant assessment criteria targeted against each task;
- ✓ Clearly states what evidence the learner needs to provide;
- ✓ Is likely to generate evidence which is appropriate and sufficient;
- ✓ Uses suitable language and a clear presentation format.

When giving feedback to the assessor, the IV should:

- ✓ Record the outcome on the form so that an audit trail is in place and signed and dated by Assessor and Internal Verifier.
- ✓ Use the feedback section on the form to provide advice and guidance;
- ✓ Give feedback on areas for improvement and of good practice.

If action is required, the Assessor should complete this and return it to the Internal Verifier for sign off before being issued to learners.

If Pearson Authorised Assignment Briefs are used, the Internal Verifier must ensure that:

- ✓ It meets the specific needs of the learners;
- ✓ It is current and relevant for the learners;
- ✓ The key information including hand out dates and submission deadlines are appropriate.

Pearson's Assignment Checking Service can also be accessed:

[www.btec.co.uk/assignmentchecking](http://www.btec.co.uk/assignmentchecking)

- An annual Internal Verification schedule, linked to assessment plans, is in place

**Programme Leads** to set out internal verification of assessment decisions in Assessment Plans by 1<sup>st</sup> September as part of the planning process, which should be uploaded to the school website. This must include every unit, assignment and assessor with proposed dates, which are timely. Assessments should be internally verified as soon as possible after assessment and before work is returned to learners. If any issues are identified by the Internal Verifier, these should be checked and fixed across the whole cohort. Completing rigorous internal verification at the first submission stage should avoid issues around resubmission.

**Quality Nominee** to oversee this process with the support of Department Advisors. The IV process should guide and support Assessors with their skill development and this should be evident in Department Meeting minutes.

- An appropriately structured sample of assessment from all programmes, units, sites and Assessors is Internally Verified, to ensure centre programmes conform to national standards

The Internal Verifier reviews the Assessor's judgements against the learning aim, unit content, assessment criteria and assessment guidance in the specification. They should check:

- ✓ The learner work against the assessment criteria. Has it been assessed accurately?
- ✓ Coverage of unit content and assessment guidance. Does the assessment reflect the breadth and depth of knowledge and understanding identified in the content and is it sufficient to warrant the assessment decision?
- ✓ The feedback from Assessor to learner is accurate and linked to the assessment criteria.

If the Internal Verifier judges that the work is inaccurately assessed, appropriate action must be identified on the internal verification form. The Assessor must re-assess the work before having it checked again, signed and dated.

During the course of the programme, sampling should cover as a minimum:

- ✓ Every Assessor;
- ✓ Every unit;
- ✓ Work from every assignment

A well-constructed sample should consider:

- ✓ The full range of assessment decisions made;
- ✓ The experience of the Assessor
- ✓ New BTEC programme or units
- ✓ Known issues with internal verification

- Secure records of all Internal Verification activity are maintained for 3 years after certification.

All **Assessors** must give completed, marked work to the **Programme Lead** as soon as the work is complete, who will store it securely.

**Programme Leads** to store a secure record of the following documents for 3 years after completion of the course:

- Record of which assessment criteria have been achieved by each learner on each unit;
- Record of unit grade achieved for each unit;
- The IV record for assignment briefs;
- The IV records for the sample of each unit.

- The outcome of Internal Verification is used to enhance future assessment practice.

This policy will be reviewed annually by the Quality Nominee.

#### **Links**

**BTEC Centre Guide to Internal Verification:** Resources to support planning, quality assurance and delivery

**BTEC Centre Guide to Standards Verification  
Assessment and verification tools/templates**

**BTEC Centre Guide for Lead Internal Verifiers**

Signed: ...  .....

Date: ...24.6.20.....

Quality Nominee