

BTEC INTERNAL VERIFICATION POLICY

Internal Verification

Internal verification is an essential part of the delivery and assessment of BTEC qualifications. This is a quality assurance process which ensures that:

Assignment briefs are fit for purpose ie they enable the student to produce evidence which meets the targeted assessment criteria.

Internal verification ensures that assessment decisions are impartial, valid and reliable and that the process is standardised across Principal Subject Areas.

There are two internal verification roles within each Principal Subject Area:

Lead IV – this is likely to be the programme leader. They are responsible for:

- Delivering OSCA and other standardisation sessions
- Managing the internal verification process
- Liaising with the Centre's Quality Nominee
- Liaising with the Edexcel Standards Verifier
- Sampling internal verification judgements made by the team's Internal Verifiers.

Internal Verifier(s) IV(s) – these are usually Assessors within the BTEC team. They are responsible for:

- Ensuring they have current knowledge and understanding of the BTEC specification(s) and assessment requirements
- Actively participating in OSCA and other standardisation sessions
- Internally verifying assessment decisions prior to grades being released to students

An IV cannot internally verify:

- Assignment briefs they have written
- Their own assessment decisions

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Internal verification is intended to be a supportive process designed to encourage Assessors and assignment authors to develop good practice.

Across the MAT, standardisation of teaching, assessment and internal verification is key to maintaining quality provision for all students undertaking BTEC qualifications.

Internal verifiers must be vocationally competent in their Principal Subject Area and complete annual standardisation activities delivered by the Lead IV to meeting awarding body requirements.

Internal Verification Policy for delivery of Pearson, Edexcel BTEC programmes

Aims to ensure:

- There is an accredited Lead Internal Verifier in each Principal Subject Area.
- That internal verification is valid, reliable, covers all assessors and all units delivered.
- That the Internal Verification Procedure is open, fair and free from bias.
- That there is accurate and detailed recording of internal verification decisions and feedback to assessors.

The Centre will:

- Appoint a Lead Internal Verifier for each Principal Subject Area and ensure they are registered with Pearson (via Edexcel on line) and complete the necessary standardisation processes (via OSCA, Edexcel on line).
- Ensure that each Lead Internal Verifier oversees effective internal verification systems in their subject area by producing an IV Plan to record planning and actual internal verification throughout the academic year.
- Ensure staff are briefed and trained in the requirements for current internal verification procedures.
- Ensure effective internal verification roles are defined, maintained and supported.
- Promote internal verification as a developmental process between staff.
- Ensure standardised internal verification documentation is used to good effect.
- Ensure an annual Internal Verification Plan, linked to each Assessment Plan, is in place for each programme of study.
- Ensure that an appropriately structured sample of assessment decisions from all Assessors, programmes, units and levels (pass, merit, distinction, unclassified) is internally verified to ensure programmes meet national standards.
- Ensure that records of all internal verification and assessment activity is maintained and stored securely for a minimum period of three years following certification.
- Ensure that the internal verification process is monitored in the Centre by the Lead Internal Verifier and the Quality Nominee.

Policy reviewed annually by the appointed Quality Nominee

Approved: *1 September 2016*

Quality Nominee: *Kay Fussey*

Next review date: *31 August 2017*