



**ST JOSEPH'S CATHOLIC**  
**HIGH SCHOOL**

**BTEC INTERNAL VERIFICATION POLICY**

**2020-2022**

**Date of Review: January 2020**  
**Next Review Date: January 2022**

**Purpose/Scope of the Policy:**

- That assessment is accurate, consistent, current, timely, valid, authentic and to BTEC standards
- That the assessment instruments are fit for purpose
- To assure the assessment of all BTEC programmes delivered by St Joseph's Catholic High School
- To be part of an audit trail of learner achievement records
- To provide feedback to inform centre quality improvement.

**Aim:**

- To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level-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, St Joseph's Catholic High School 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. In September, the Quality Nominee will monitor all Lead IV registrations and re-registrations to ensure that each programme has a registered Lead IV before 30 September.

Each Lead Internal Verifier oversees effective Internal Verification systems in their subject area. The Quality Nominee will monitor standardisation to ensure that all NQF/RQF Lead Internal Verifiers hold a standardisation meeting with their teams prior to any formal assessments. The Quality Nominee will also ensure that all Lead IVs for NQF courses have ticked the box on edexcelonline to confirm that the standardisation meeting has taken place. The Lead Internal Verifier for each programme is responsible for keeping evidence of the standardisation process for their team and for producing an Assessment and IV Schedule

Staff are briefed and trained in the requirements for current Internal Verification procedures The Quality Nominee will brief all BTEC Lead Internal Verifiers/Programme Leaders annually at the beginning of each academic year to confirm current IV procedures and documentation. The Lead Internal Verifier will train and standardise all Assessors and Internal Verifiers to ensure that they understand national standards and are familiar with all current requirements and IV procedures. This process takes places in scheduled department meetings/briefings.

Effective Internal Verification roles are defined, maintained and supported. The Quality Nominee defines and confirms the role of the Assessor, Internal Verifier and Lead Internal Verifier in accordance with BTEC requirements annually. It is the responsibility of the Lead Internal Verifier to maintain and support staff in these roles on their programme.

Internal Verification is promoted as a developmental process between staff. The Lead Internal Verifier promotes internal verification as a developmental process through the standardisation exercises and the standardising of internal verification processes within their programme. These are shared at department meetings. The outcome of internal verification processes also forms part of programme self-evaluation and is discussed at department meetings led by the Lead Internal Verifier and shared with all Assessors.

Standardised Internal Verification documentation is provided and used by all programmes. The Quality Nominee is responsible for briefing Lead Internal Verifiers annually of the documentation to be used to support assessment and internal verification using BTEC templates

All centre assessment instruments are verified as fit for purpose, The Lead Internal Verifier is responsible for the internal verification of all Assignment Briefs to be fit for purpose. The Quality Nominee oversees this process. The Internal Verifier will check that the assignment brief:

- has accurate unit and programme details
- has clear deadlines and an appropriate timeframe for assessment
- has a suitable vocational scenario or context or shows all relevant assessment criteria for the unit(s) covered in the assignment
- 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

If an assignment from the previous academic year is to be re-used, the Internal Verifier will check that dates and deadlines are updated and that the assignment is appropriate for the new group of learners.

If the Authorised Assignment Brief is being used 'off the shelf' and is a Pearson authorised Assignment Brief then the Internal Verifier will internally verify it to check the dates and deadlines are appropriate only. If any changes have been made to the scenario or the tasks then these will also be internally verified

An annual Internal Verification schedule, linked to assessment plans, is in place. The Lead Internal Verifier will keep an annual verification schedule which is linked to the assessment plan and monitor it within the department.

During the course of the programme, sampling from Assessors will cover every assessor, every unit, and work from every assignment. The Lead Internal Verifier will take into consideration the following points when structuring the sample for internal verification assessment

- the full range of assessment decisions made: pass, merit, distinction criteria, and not yet achieved, will all be included in the sample if possible
- the experience of the Assessor: new or inexperienced Assessors will have more work internally verified than an experienced Assessor or new BTEC programmes: when a unit or programme is first introduced, the sample will be increased
- the size of the group of learners
- known issues with internal verification: these may have been identified previously

Secure records of all Internal Verification activity are maintained. The Lead Internal Verifier is responsible for maintaining internal verification records within the department together with the assessment tracking documents. The Lead Internal Verifier will ensure that all internal verification records are stored securely for a minimum of three years after the date of certification. Learner work will be retained for 12 weeks after the date of certification.

The outcome of Internal Verification is used to enhance future assessment practice. The Lead Internal Verifier will review the outcome of Internal Verification and share this with the programme team to inform the self-evaluation process and identify ways of enhancing/improving future practice.

The Lead Internal Verifier is responsible for working with the Standards Verifier and ensuring that assessment and verification plans are made available on request. The Lead Internal Verifier will liaise with the Standards verifier to ensure that the appropriate sample of assessed and internally verified work is available for sampling. The Lead Internal Verifier will sign the Declaration to confirm that the samples sent for standards verification are complete, accurate and authentic. The Quality Nominee will oversee this process

This policy should be read together with the BTEC Centre Guide to Internal Verification, the BTEC Centre Guide to Standards Verification and BTEC Centre Guide for Lead Internal Verifiers which can be found at

<https://qualifications.pearson.com/en/support/support-for-you/administrators/qualitynominees/training-and-planning.html>

**This policy will be reviewed every 12 months by the Quality Nominee.**

#### **Definitions/Terminology:**

- **Internal Verification:** a centre devised quality assurance process which assures the assessment against the BTEC unit grading criteria and those assignments are fit for purpose
- **Standards Verification/External Examination:** an external verification process used to check centre assignments and assessment against national standards, and internal verification processes.