

BTEC Internal Verification Policy

Policy Code:	VO13
Policy Start Date:	December 2020
Policy Review Date:	December 2022

Please read this policy in conjunction with the policies listed below:

TL14 Registration and Certificate (BTEC)
V03 Vocational Assessment and Appeals Procedures
V04 Learner Malpractice
V05 Learner Appeals Procedure
VO8 Special Consideration and Reasonable Adjustment
VO10 BTEC Procedures
VO14 BTEC Assessment

1 Policy Statement

- 1.1 The policy outlines the Trust's approach to ensuring that each Academy is compliant with Pearson's [BTEC Centre Guide to Internal Verification](#) and Pearson's [BTEC Centre Guide for Lead Internal Verifiers](#) with regards to Internal Verification for BTEC programmes.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.4 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via FederationHR@prioryacademies.co.uk) for appropriate consideration at the next available point in the policy review cycle.
- 1.5 For the purpose of this policy, the term 'Centre' will be used to refer to any Academy within the Trust which delivers a BTEC programme.

2 Roles, Responsibilities and Implementation

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of HR.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level - Level 3).
- 3.2 To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
- 3.3 To ensure that the Internal Verification procedure is open, fair and free from bias.
- 3.4 To ensure that there is accurate and detailed recording of Internal Verification decisions.

4 Centre responsibilities

- 4.1 In order to achieve this policy's aim each Centre will ensure:
 - Where required by the qualification, a Lead Internal Verifier is appointed who is appropriate 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.
 - An appropriately structured sample of assessment from all programmes, units, sites and Assessors is Internally Verified, to ensure centre programmes conform to national standards.
 - Secure records of all Internal Verification activity are maintained.
 - The outcome of Internal Verification is used to enhance future assessment practice.

5 Individual BTEC Roles

Quality Nominee	Point of contact at the Centre for quality assurance. Responsible for ensuring effective management of the BTEC programmes and actively promoting good practice.
Programme Leader / Lead Internal Verifier (Entry level to Level 3 only)	Overall responsibility for the effective delivery and assessment of BTEC qualifications. Acts as a single point of accountability for the quality assurance across a Principal Subject Area.

	Responsible for managing the assessment of units and qualifications as well as signing off assessment and internal verification decisions.
Internal Verifier	Responsible for ensuring that assessment decisions are consistent across the programme by checking that assignments are fit for purpose, standardising assessors and sampling assessment decisions.
Assessor	Responsible for teaching and assessing learners against the learning aims and assessment criteria of the course specification.

6 Internal Verification

- 6.1 Internal verification (IV) ensures that internally assessed units:
- Have assignment briefs that are fit for purpose.
 - Are assessed accurately to national standards against the unit criteria.
 - Utilise consistent assessment and grading across the programme.
- 6.2 IV is a necessary part of the BTEC programme and is intended to be a supportive process.
- 6.3 IV can be undertaken in a number of ways but the following examples recognise best practice:
- There is a recognised team of Internal Verifiers, who meet regularly to ensure standardisation of procedures.
 - IV processes are agreed and published so that they are clearly understood by all members of delivery teams.
 - BTEC IV forms are standardised across the Centre.
 - IV schedules are drawn up to ensure timely implementation of the process.
 - All Assessors are involved in the IV role.
 - Standardisation meetings are seen as pivotal staff development.
 - The IV process should be monitored in the Centre by the Quality Nominee and for the subject area by the Lead Internal Verifier.
- 6.4 The internal verification schedule should be established before the programme commences.

7 Lead Internal Verifier

- 7.1 It is a regulatory requirement for centres to identify a single Lead Internal Verifier (Lead IV) for each BTEC (QCF) Principal Subject area and each BTEC (NQF/RQF) programme being delivered. This person acts as the point of accountability for the quality assurance of these programmes.

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- 7.2 The Lead IV is responsible for:
- Managing assessment and internal verification of units and qualifications.
 - Working with Assessors and Internal Verifiers to agree an assessment and verification plan for all cohorts from the start of the programme.
 - Ensuring that the assessment and verification plan is fit for purpose and meets regulatory requirements before they sign it off.
- 7.3 The Lead IV should train or standardise their Assessors and Internal Verifiers to ensure that they understand national standards.
- 7.4 The Lead IV should sample assessment and verification decisions to ensure that activity is completed in line with the agreed plan and that standards are applied consistently. The Lead IV must sample assessment and verification across all qualifications they are responsible for.
- 7.5 Every Lead IV should ensure online induction and standardisation is completed in line with the BTEC window each year. A formal record of the standardisation should be retained by each Lead IV.
- 7.6 Pearson's [BTEC Centre Guide for Lead Internal Verifiers](#) sets out the requirements for registering as a Lead IV.

8 Standardisation

- 8.1 When a unit or assignment is delivered and assessed by more than one person, standardisation should be implemented before any formal assessment and IV has taken place.
- 8.2 The standardisation process is to agree the standard of learner work by discussing and mutually assessing a sample of learner work to reach a consensus. This should be done with reference to the assessment criteria and assessment guidance provided by Pearson in the [qualification specification](#).
- 8.3 Once agreement has been reached, the Assessors can then individually assess the work of their appointed learners, after which IV will take place.
- 8.4 Standardisation can also be used as a staff development tool.

9 Internal Verification of Assignment Briefs

- 9.1 The following resources are needed for this type of IV to take place:
- The unit specification
 - The assignment brief
 - The IV of assignment brief form.

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- 9.2 The Internal Verifier should 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.
 - Shows all relevant assessment criteria targets against each task.
 - Clearly states what evidence the learner needs to provide.
 - Is likely to generate evidence which is appropriate and sufficient.
- 9.3 If an assignment from the previous academic year is being re-used, the dates and deadlines must be updated and the assignment should be checked to ensure that it is appropriate for the new group of learners.
- 9.4 Assignments should be reviewed regularly (at least once per year) to ensure that they are still fit for purpose and to allow for improvements to be made based upon Assessor experiences of delivering and assessing them.
- 9.5 Internal Verifiers should use the general comments section on the 'IV of assignment brief form' to provide advice and guidance to the Assessor if appropriate. Any actions identified must be detailed by the Internal Verifier in the 'actions required' section. Internal Verifiers should make any actions clear, using SMART principles.
- 9.6 If an action is identified by the Internal Verifier, the Assessor must complete this and return it to the Internal Verifier for sign off prior to an assignment being issued to learners.
- 9.7 Assignment briefs have to be internally verified, with any issues addressed, before being distributed to learners.
- 9.8 Assignments which have come either from published material or from other centres still need to be internally verified to ensure that they match the specification that learners are being registered on, that the assignments are appropriate for learners and that the Centre has the resources to deliver them.
- 9.9 Template internal verification forms can be found on the Pearson's [website](#).

10 Internal Verification of Assessment Decisions

- 10.1 The following resources are needed for this type of IV to take place:
- The unit specification
 - The assignment brief
 - Assessed learner work and accompanying assessment record
 - Internal verification of assessment decisions form

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- 10.2 During the course of the programme, sampling from Assessors must cover the following as a minimum:
- Every Assessor
 - Every unit
 - Work from every assignment
- 10.3 There is not a requirement that all learners must have been internally verified during the lifetime of the programme.
- 10.4 There is no prescribed sample size but a well-constructed sample should consider:
- The full range of assessment decisions made: pass, merit, distinction criteria, and not yet achieved, should all be included in the sample if possible.
 - The experience of the Assessor: new or inexperienced Assessors should have more work internally verified than an experienced Assessor.
 - New BTEC programmes: when a unit or programme is first introduced, the sample should be increased.
 - The size of the group of learners.
 - Known issues with internal verification: these may have been identified previously.
- 10.5 The Internal Verifier reviews the Assessor's judgements against the learning aim, unit content, assessment criteria and assessment guidance as published in the qualification specification. This will include checking:
- The learner work against the assessment criteria and judge whether it has been assessed accurately.
 - The assessment criteria. This represents the national standard and all BTEC learners are measured against it
 - Coverage of the unit content in conjunction with the assessment guidance to see if the Assessor has taken this into account. It is not a requirement of the unit specification that all of the content is assessed. However, the indicative content will need to be covered in a programme of learning in order for learners to be able to meet the standard determined in the assessment and grading criteria.
 - The feedback from Assessor to learner is accurate and linked to the assessment criteria.
- 10.6 Following internal verification, if there are any assessment concerns, feedback should be provided to the Assessor with any actions applied to the whole cohort and not just the sampled learners.
- 10.7 For internal verification of assessment decisions to take place, learner work must have been formally assessed. Internal verification must take place before learners receive confirmation of their achievement and feedback. If any

accuracies are identified by the Internal Verifier, these can be corrected by the Assessor before results are made available to learners.

- 10.8 If a request for a resubmission is made and providing there have been no issues with the Assessor's decisions at the first submission stage, then resubmission does not need to be internally verified if the learner's grade has not improved. The Lead IV should however check the decisions if the learner's grade has shown significant improvement to safeguard against any potential malpractice issues.

11 Retention of Documents

- 11.1 Learner work must be retained securely for 12 weeks after the date of certification. In the event of an appeal against a grade then the assessments should be kept until the appeal has been concluded (or until 12 weeks after certification if the appeal is concluded before this point).

- 11.2 Internal verification documentation, along with the assessment tracking documents should be stored securely for a minimum of three years after the date of certification.

12 Policy Change

- 12.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



The Priory Federation of Academies Trust

BTEC Internal Verification Policy

This Policy has been approved by the Education & Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.