



ALSTON MOOR FEDERATION

Samuel Kings School BTEC Internal Verification Policy

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, Samuel Kings School will ensure:

- Where required by the qualification, appoint a Lead Internal Verifier is appropriately 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.

Key Links

BTEC Guide to Internal Verification and other key documents related to IV

[BTEC Centre Guide to Internal Verification](#)

<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/BTEC-Centre-Guide-to-Internal-Assessment.pdf>

BTEC Centre Guide to Standards Verification

https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/Standards_Verification_BTEC_NQF_Firsts.pdf

Assessment & verification tools/ templates

<https://qualifications.pearson.com/en/support/support-topics/assessment-and-verification/btec-assessment-and-verification-tools.html>

BTEC Centre Guide for Lead Internal Verifiers

<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/Lead-internal-verifiers-2015-16.pdf>

- IV schedules – These are designed by the assessor and signed off by the lead IV and the quality nominee prior to the course beginning
- LIV registration – The quality nominee directs the lead IV to sign on to Edexcel online (log on details provided by the exams officer) and register as the lead IV for the relevant courses
- OSCA accreditation / standardisation activities – The quality nominee completes the OSCA registration. They download the standardisation material which are stored centrally in the BTEC 2020 folder. The quality nominee leads the standardisation meeting with the BTEC assessors.
- Staff briefing / annual updating – The BTEC team meets annually to discuss results, review courses and discuss the running of them for the next academic year.
- IV of assignments- Assignments are IV prior to being taught by the lead IV for the subject (H Allinson for both in this case) these are then signed by the teacher and stored centrally on the teachers drive.
- IV of assessment decisions – The dates for these are planned in advance and completed on the IV record which is kept by the assessor and stored centrally.

Monitoring Arrangements

This policy will be reviewed annually by the Governing Board.

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