BTEC Internal Verification Policy

Aims:
1. To ensure there is an accredited Lead Internal Verifier in each principal subject area
2. To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
3. To ensure that the Internal Verification procedure is open, fair and free from bias
4. To ensure that there is accurate and detailed recording of Internal Verification decisions.

In order to do this, Carr Hill High School will:
- Where required by the qualification, a Lead Internal Verifier is appropriately appointed 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
- 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.

Start of the academic year

1. AJN to check registrations and OSCA requirements in September and remind lead IVs to complete this.
2. Lead IVs to update assessment plan
3. AJN to update lead IVs on BTEC documentation
4. Lead IVs complete OSCA - result reported to AJN
5. Lead IVs to complete standardisation activities with BTEC team- report to AJN once completed

Carr Hill High School • Royal Avenue • Kirkham • Preston • Lancashire • PR4 2ST
Tel: 01772 682008   Email: contact@carrhill.lancs.sch.uk
www.carrhillschool.com

Headteacher Mr A Waller, MA, BA Hons
Deputy Headteacher Miss A Jordinson, BSc Hons

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Internal verification procedures

Before an assignment brief can be given to learners, it must be verified.

1. The assessor should pass the assignment to the IV for verification.
2. To verify an assignment brief the IV should complete the internal verification form
3. Return the form and the assignment brief to the assessor
4. If the assignment brief is fit for assessment staple the IV form to the front of the assignment brief and keep a copy for your own record.
5. If the assignment brief is not fit for assessment the assessor still needs to file all documents as stated; assessor should then make any changes suggested by the IV and then the assignment brief needs to be internally verified again.
6. Copies to be stored in programme file.

IV of assignments
1. Lead IV should create an IV schedule ensuring that this complies with the procedures in the quality handbook
2. This should be approved by the Faculty Leader (where appropriate)
3. AJN will ask for periodic updates to this schedule.
4. Lead IV should keep a copy of all IV records

IV of assessment decisions
1. IV of assessment decisions should take place in a timely fashion once work is formally marked
2. Lead IV should feedback to assessor to allow for any amendments before feedback is given to students

Standards verification
1. AJN to forward email from standards verifier to programme lead.
2. Programme lead should reply within 48 hours and copy in AJN
3. AJN to be copied in on communications with standard verifiers.
4. Programme Lead to update AJN on any issues with the process
5. Once complete AJN to download report and forward to Programme lead.
6. AJN and programme lead meet to discuss any issues raised in the report and agree actions to take where necessary.

Last Reviewed: <mark>September 2022</mark>

Next Review date: <mark>September 2023</mark>

<u>Links</u>

Quality Nominees:
https://qualifications.pearson.com/en/support/support-for-you/quality-nominees.html

Quality Assurance overview:
https://qualifications.pearson.com/en/support/support-topics/quality-assurance/quality-assurance-overview.html

Quality Assurance for BTEC Tech Awards:
https://qualifications.pearson.com/en/support/support-for-you/quality-nominees/btec-entry-level-3.html