



# **SEAHAM HIGH SCHOOL**

**BTEC**

## **Internal Verification Policy**

**Reviewed: July 2020**

**Seaham High School**  
**Internal Verification Policy**

**Aim:**

- To ensure that the role of the lead IV and all IV is valid, reliable and covers all assessors and programme activity.
- To ensure that the IV procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of IV decisions.

**In order to do this, the centre will:**

- Ensure that all centre assessment instruments are verified as fit for purpose.
- Verify an appropriately structured sample of assessor work from all programmes conform to national standards and NSS (if required)
- Plan an annual internal verification schedule, linked to assignment plans.
- Define, maintain, and support effective internal verification.
- Ensure that identified staff (lead IV) will maintain secure records of all internally verification activity.
- Brief and train staff of the requirements for current internal verification procedures.
- Ensure all Lead IV have completed all stages of Lead IV recognition.
- Promote internal verification as a development process between staff.
- Use the outcomes of internal verification to enhance future assessment practice.

**This policy will be reviewed every 12 months next by July 2021**

## INTERNAL VERIFICATION POLICY

### Internal Verification Process:

Each unit will have an internal verifier assigned – this must be a different person to the unit tutor / assessor as tutors are not permitted to verify their own work.

Training provided for staff to ensure that they understand how to assess pupils' work against the grading criteria in each unit – emphasis should be placed on the use of verbs and unit content. Training will include annual standardisation material from OSCA via Edexcel Online. The Lead IV is to administer training prior to November of each academic year and confirm to QN and Pearson that standardisation has taken place by ticking the relevant box on Edexcel Online.

Recognition of the work and time involved in being an internal verifier, ensuring that there is sufficient time for IVs to assess work:

At the end of each unit, the IV will have time to complete the internal verification sampling process for that unit

The IV will be expected to verify a **minimum** sample of 4 pupils work for each assignment for a full unit. A different sample of 4 students will form the sample for each of the units. This should ensure that each pupil will have their work sampled during the course of the programme and that the marking on each assignment and each unit has been verified. **All** students must be internally verified by the end of the course.

The sample selected for interval verification should be a cross section of the group, and where possible, include assignments of pass, merit and distinction criteria. Level 1 criteria may be sampled if a student fails to reach Level 2.

Internal verification of each assignment brief against a review checklist will be carried out by the IV prior to the brief being distributed to pupils. The IV is required to give recorded feedback, and to ensure that any amendments are made to the brief (if necessary) IV feedback sheets are to be held back from students and retained for three years.

The decision of the IV will be given as feedback to pupils, and sufficient time will be allocated by the class teacher (assessor) for any improvements and/or amendments that are required. After this deadline, the assignments will be handed back to the IV to check assignment has been improved to meet previously disputed criteria. If assignments have not met necessary criteria after this period, the mark given by the IV will stand. (I.e. if the assessor awards a distinction, and the IV awards a merit, the assignment is given back to the pupil to make recommended changes with a new deadline. If after this deadline the changes have not been made, the IV's final grade shall stand as the grade awarded to the pupil for that unit.)

The Lead IV is responsible for internal verification for their programme. The lead IV is the only person who can authorise a 15 day resubmission if the resubmission criterion has been fulfilled. The resubmission can only be authorised if the candidate has met the deadline and is able to move to the next criteria without any additional help or support.

The lead IV should authorise this on the IV record and keep a log of this for a minimum of three years.

Based on recommendation from QMR visit in 2016 all programmes require a IV/Lead IV in addition to assessor where only one assessor is present.

## Planning internal verification

Internal verification represents a quality assurance approach used to monitor assessment practices and decisions to ensure that:

- assessment instruments are fit for purpose
- assessment decisions accurately match learner evidence to the unit assessment criteria and assessment guidance
- Assessors are standardised and assessment and grading is consistent across the programme.

The internal verification process should be established before the programme commences. **There is not a requirement that all learners are internally verified during the lifetime of a programme.**

## A Lead Internal Verifier (NQF/RQF) responsibilities

Register as a Lead Internal Verifier with Pearson	<ul style="list-style-type: none"> <li>• Register via OSCA, accessed through Edexcel Online</li> <li>• Reconfirm registration each year via OSCA</li> <li>• Undertake annual Lead Internal Verifier training, available as an online presentation via OSCA.</li> </ul>
Undertake annual standardisation	<ul style="list-style-type: none"> <li>• Access annual standardisation training materials via OSCA and work through these with your centre team, keeping a record of this activity</li> <li>• Keep evidence of the standardisation process for your team</li> <li>• There is a useful template for recording this along with your other notes within the standardisation materials.</li> </ul>
Support assessment and internal verification within your centre	<ul style="list-style-type: none"> <li>• Share information about standards with other internal verifiers and assessors to ensure that assessment across the centre is to national standards</li> <li>• Agree and sign off an assessment and verification plan for all cohorts from the start of the programme, which is fit for purpose and meets regulatory requirements</li> <li>• Support assessment and internal verification within the centre throughout the programme with the aid of the internal verification plan</li> <li>• Oversee internal verification activity for the programme and ensure that it is consistently applied</li> <li>• Sample verification and assessment across the qualifications for which you have responsibility and ensure that there is a suitable plan of activity. Please note, you may not be undertaking any more internal verification than other staff</li> <li>• Where requested, authorise a maximum of one opportunity for any learner to resubmit work for internally assessed units following summative assessment, if requested.</li> <li>• Ensure that assessment and verification plans are made available to your Standards Verifier on request</li> <li>• Ensure that records of assessment and verification and current learner work are available for scrutiny by Pearson on request</li> <li>• Liaise with your Standards Verifier to ensure that appropriate samples of assessed and internally verified learner work are available for sampling</li> <li>• Sign the Lead Internal Verifier Declaration (available here: <a href="http://www.btec.co.uk/keydocuments">www.btec.co.uk/keydocuments</a>) to confirm that samples sent for standards verification are complete, accurate and authentic.</li> </ul>