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Introduction

Shrewsbury Colleges Group aims are:

- 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, Shrewsbury Colleges Group 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
- 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.

IV Schedules

We recommend that all BTEC programmes have an internal verification plan at the start of the course/unit to identify an appropriate sample size. This will be based on risk factors such as:

- Standards verification feedback about the unit or Assessor in previous years
- Assessor experience
- Whether the unit has been delivered before
- Any significant changes to the delivery of the unit

Internal verification plans are simply this – plans. We know that things are subject to change so teams may need to reflect on the sample once delivery and assessments have commenced.

As a Lead IV/Internal Verifier, you will become aware of a range of issues that may need to be taken into account when it actually comes to selecting an internal verification sample such as:

- Grades awarded by assessors
- Student feedback
- Staff issues such as absence or role changes
- Feedback obtained at Quality Management Review or other Pearson quality assurance processes
- Other stakeholder feedback e.g. OFSTED, parents, colleagues at other centres etc.

Once assessment has taken place and assessment decisions have been made, you may choose to change the number of students sampled for internal verification. For example, if the group has been awarded high grades you may choose to increase the number of students sampled at this grade.

Lead IV Registration

The OSCA accreditation/standardisation activities

When a unit or assignment is delivered and assessed by more than one person, standardisation should be implemented before any formal assessment and internal verification has taken place. The standardisation process is to agree the standard of student work by discussing and mutually assessing a sample of student 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.

Once agreement has been reached, the Assessors can then individually assess the work of their appointed students, after which internal verification will take place.

Standardisation can also be used as a staff development tool. We provide standardisation materials for each principal subject area, which the Lead Internal Verifier can access via OSCA. Further details can be found in the Staff briefing / annual updating

Shrewsbury Colleges Group uses Academic Leadership team as a starting point for dissemination to teams any changes or updates to Pearson qualifications. This may include updates by the Pearson Centre contact periodically.

IV of Assignments

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 for the unit(s) covered in the assignment
- Indicates relevant assessment criteria targeted against each task
- Clearly states what evidence the student needs to provide
- Is likely to generate evidence which is appropriate and sufficient

If you plan to re-use an assignment from the previous academic year, you should check that dates and deadlines are updated, and that the assignment is appropriate for the new group of students

IV of Assessment Decisions

Lead Internal Verifiers should ensure that a suitable internal verification process is completed which is based on risk. This will ensure support is provided to colleagues who need it.

During the programme, sampling from Assessors must cover the following as a minimum:

- Every Assessor
- Every unit
- Work from every assignment
- Every assessment site (for multi-site and consortia centres).

There is no requirement that all students must have been internally verified during the lifetime of a programme.

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 students
- Known issues with internal verification: these may have been

Internal Verifiers should use the general comments section on the 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.

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 student work against the assessment criteria and judge whether it has been assessed accurately.
- The assessment criteria. This represents the national standard and all BTEC students 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 the content is assessed. However, the indicative content will need to be covered in a programme of learning for students to be able to meet the standard determined in the assessment and grading criteria.

- The feedback from Assessor to student is accurate and linked to the assessment criteria

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 students.

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 students.

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 the resubmission does not need to be internally verified if the student's grade has not improved. The Lead Internal Verifier should however check the decisions if the student's grade has shown improvement to safeguard against any potential malpractice issues. Completing best practice internal verification at the first submission stage should avoid issues around resubmission.

Maintenance of IV Records

Shrewsbury Colleges Group expects the Internal Verifier and Lead Internal Verifier to keep records of all decisions and subsequent actions. Internal verification documentation, along with the assessment tracking documents should be stored securely for a minimum of three years after the date of certification. Student work must be retained for 12 weeks after the date of certification.

Standards Verification

Pearson allocate a Standards Verifier, who is a subject expert, to conduct sampling of assessment instruments and assessed student work in order to provide judgements and feedback. Standards Verifiers support the college in identifying good practice and areas for further development, giving teachers guidance on how they can improve their assessment.

If the Pearson Standards Verifier concludes that students haven't demonstrated the national standard outlined in the specification through their work, the college will agree actions that need to be completed before Pearson will be able to issue certificates to our students. This will include providing a second sample to show that the college has responded to the Standards Verifier's feedback.

The process for Standards Verification is slightly different depending on the type of programme delivered.

Related Documents:

Further information can be found on the Pearson BTEC Website under the Support tab:

BTEC Quality Assurance Centre Guide

BTEC Centre Guide to Internal Verification

BTEC Centre Guide to Standards Verification

BTEC Centre Guide for Lead Internal Verifiers

Assessment & verification tools/ templates