

King Alfred's EdExcel BTEC Internal Verification Policy

Date agreed by the SLT	05/09/2023
Date to be reviewed (<i>maximum 12 months after date above</i>)	06/09/2024
Senior Leadership Team member accountable for review	Deputy HEAD

Person responsible for policy: Emma Frost (Quality Nominee)

This policy will be reviewed every 12 months by Emma Frost

**Revised: September 2023
Version No: 9**

BTEC INTERNAL VERIFICATION POLICY

AIMS

- To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level-Level 3)
- To ensure that Internal Verification (IV) is valid, reliable and covers all assessors, students 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, King Alfred's will:

- Ensure that all Academy assessment instruments are verified and fit for purpose before delivery.
- To Internally Verify 4-8 pieces of student work within every unit and cover all students within each course, covering all assessors delivering the units/course to ensure that Academy programmes conform to Quality Review and Development requirements to ensure that we conform to national standards. This is to follow risk based approach which follows the guidelines set out Pearson. This follows the guidance from Pearson where every assessor has an individual risk rating that calculates the number of learners. IV records are kept with the LIV for each course. The official paperwork is used from Pearson.
- IV of briefs is planned out in the assessment plan at the start of the year. Briefs are IV'd before teaching begins. Even if they are Pearson written briefs, staff still need to fully IV the brief and provide feedback to the assessor so that it is still considered as a learning process. Even on Pearson written briefs, staff have to change the vocational context to make it relevant to the local area. In the IV process staff will check for that there are accurate unit and programme details; clear deadlines and an appropriate timeframe for assessment; a suitable vocational scenario; it indicates and shows all relevant assessment criteria is targeted against each task; clearly states what evidence is required and is likely to generate evidence which appropriate and sufficient. We also ask each LIV to submit some of their briefs through online checking service.
- Plan an annual internal verification schedule, linked to assignment plans, assessment plans and courses. There are lots of time scheduled in to give staff the time to complete the IVing process, such as departmental meetings. We now utilise teams to share the IV of documents to make this more accessible for staff.
- Plan an annual assessment plan for all courses for all qualifications. This is completed before the start of the course and then is kept as a live document to be updated throughout the year. This is checked by the Quality Nominee in the file checks every term. In this document we decide on the internal verifier for each unit and upon the students. It is also ensured that no member of staff can IV their own work. Learners can be changed throughout the year so that the IV process covers arrange of grades across the qualification suite.

- Define, maintain, and support effective internal verification roles within each Programme Subject Area (PSA) and the Academy. The Quality Nominee provides training and monitors for all LIV's.
- Ensure that identified staff will maintain secure records of all internal verification activity for 3 years after certification. These records are kept locked away.
- Brief and train staff on the requirements for current IV procedures through the Quality Nominee (QN), BTEC meetings and Internal BTEC CPD.
- Promote internal verification as a developmental process among staff utilising standardisation material from Edexcel Online. It is the role of the LIV to download the standardisation material from Pearson. LIV's must complete the standardisation material with their programme team at the start of the year to ensure effective standardisation. This process is recorded on EOL and staff keep meeting minutes. The QN promotes good quality feedback to be given to staff throughout the IV process.
- Provide standardised IV documentation through the BTEC meetings. This is checked in the termly file checks.
- Use the outcome of internal verification to enhance future assessment practice within each PSA and the Academy.
- Ensure that each PSA has a Lead IV of which is registered with Pearson and has undergone the necessary standardisation processes such as OSCA accreditation. The role of the LIV is oversee their subject area and ensure effective internal verification systems. The registrations are checked by the QN. There is a reserve LIV and accreditation is maintained. This is on the organisation chart.
- Ensure sampling of PSA assessment and internal verification decisions are carried out by the QN in order to maintain accurate and detailed recording of IV decisions.
- The IV process starts once the learner work has been the work and the assessor has assessed it. This process must take place before the learner receives confirmation of their achievement and of their feedback. The IV schedule confirms which learners will be a part of the IV process. The IV'er is checking to see if the work has been judged at the right level using the qualification specification. They need to see check if the work has covered the assessment criteria as this represents the national standards and all BTEC learners are measured against it. Check that the unit content has been covered in conjunction with the assessment guidance to see if the assessor has taken this into account and to see if the feedback from the assessor is accurate and linked to the assessment criteria. When the work is resubmitted then the work does need to be IV'd again to safeguard against potential malpractice issues.
- The standard verifications process happens every year and is completed by the SV making contact with the LIV from each subject. From this initial contact the LIV will send out the assessment plan to the SV for all registered programmes. Assignment briefs and IV of the assignment briefs will be sent to the SV. The tracking documents will be send to the SV in order to agree a sample. The SV then confirms the units and the learners that they would like to sample. A date is planned for the sample. Then the sample is sent including learners evidence, assessment records, learner declarations, assessment confirmation that evidence is authentic, internal verification

of assessment decision and LIV declaration. The SV then write a report on EOL with recommendations. These recommendations are reviewed by the LIV for each subject and monitored for the teaching the programme after the SV process. Each SV report is read by the QN. The QN asks for a report to be submitted to track improvements across the school / subject area. If there are any common themes then this is addressed with all LIV's by the QN.

- LIV registration occurs by the Quality Nominee notifying all LIV's through teams. QN shares the process from Pearson to guide them through the process. LIV meets with any new LIV's to ensure this happens correctly. QN check with all LIV's that they have ticked the box and downloaded the standardisation material. This is double checked through EOL by the QN too.
- Staff briefings happen with LIV with their programme teams in CT meetings and in morning meetings. The QN sends out regular updates too LIV's. The QN meets with their line manager (member of SLT) once a fortnight).

Links

- BTEC centre guide to internal verification
- BTEC centre guide to standard verification
- BTEC centre guide to lead internal verifiers

This policy will be reviewed every 12 months by the centre Quality Nominee and Lead Internal Verifiers.

This BTEC Internal Verification policy was agreed by the Curriculum Team on 5/9/2023

It will be reviewed within 12 months to take account of:

- **Changes to the school environment and organisation**
- **Advice from the Local Authority and its officers**
- **National legislation and proposals as is considered appropriate.**

Policy due to be reviewed in 05/09/2024

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