



## BTEC INTERNAL VERIFICATION POLICY

<b>Date for Renewal/Updates/Review</b>	December 2022
<b>Named Person Responsible for Monitoring</b>	Deputy Headteacher, Teaching and Learning
<b>Agreed by Governing Body</b>	December 2021

**Guidance:** [BTEC Assessment and Verification Tools](#)

### AIMS:

- 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.
- To ensure that there is an accredited Lead Internal Verifier (LIV) in each Principle Subject Area (PSA) from BTEC Entry Level to Level 3.

### In Order To Do This Sir William Ramsay School will:

- Ensure that all Academy assessment instruments are verified and fit for purpose before delivery of assignment briefs.
- To Internally Verify 50% of student's work/at least one assignment 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, Development and management requirements.
- Ensure that new assessors are internally verified more frequently on a needs basis to ensure that they are familiar with the internal verification process and meet standardization requirements for the units they teach.
- Ensure that assessors in PSA carry out internal verification within ten days of assessment so that feedback to staff and students are timely.
- Plan an annual internal verification schedule, linked to assignment plans, assessment plans and courses.
- Plan an annual assessment plan for all courses for NQF (mandatory) and QCF (optional) qualifications.
- Define, maintain and support effective internal verification roles within each PSA and the Academy.
- Ensure that identified staff will maintain secure records of all internal verification activity for 3 years.
- Brief and train staff on the requirements for current IV procedures through the Quality Nominee (QN) role, BTEC meetings and Internal BTEC CPD.
- Promote internal verification as a developmental process among staff utilizing standardization material from Edexcel Online (OSCA).
- Provide standardized IV documentation through the SWRS BTEC pro-forms.
- 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 and reserve LIV and accreditation is maintained.
- 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 decision.