



BTEC INTERNAL VERIFICATION POLICY

Date for renewal/updates/review	November 2019
Named person responsible for monitoring	Headteacher
Agreed by Curriculum Committee	December 2018

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 LIV in each 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 students' 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 standardisation 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 Programme Subject Area (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 utilising standardisation material from Edexcel Online.
- Provide standardised IV documentation through the SWR BTEC proforma's.
- 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.

Links:

[BTEC Centre Guide to Internal Verification](#)

[BTEC Centre Guide to Standards Verification
Assessment & verification tools/ templates](#)

[BTEC Centre Guide for Lead Internal Verifiers](#)

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