BTEC INTERNAL VERIFICATION POLICY

2020-2021

Internal Verification Policy

Aim:

1. To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level - Level 3)
2. To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
3. To ensure that the Internal Verification procedure is open, fair and free from bias
4. To ensure that there is accurate and detailed recording of Internal Verification decisions

In order to do this, Bryn y Deryn and Carnegie Centre will ensure:

- Where required by the qualification, appoint a Lead Internal Verifier is appropriately 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
    - LIV registration
    - OSCA accreditation / standardisation activities
    - Staff briefing / annual updating
    - IV of assignments
    - IV of assessment decisions
    - Maintenance of IV records
    - Standards verification (Entry to L3) / External Examination (L4-7) monitoring and review

Staff roles and responsibilities for each process, as appropriate
Key dates & actions for processes & procedures

Policy review Date: Sep 2021