

Internal Verification Policy and Procedure

Purpose/Scope of Internal Verification

The purpose and scope of internal verification is:

- to ensure that assessment is accurate, consistent, current, timely, valid, authentic and to BTEC standards
- to ensure that the assessment instruments are fit for purpose to assure the assessment of all BTEC programmes delivered by a centre
- to be part of an audit trail of learner achievement records □ to provide feedback to inform centre quality improvement.

Aim of this policy:

- To ensure there is an accredited lead internal verifier in each principal subject area
- 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, the College will ensure that:

- an internal verifier for each course is identified
- each internal verifier oversees effective internal verification systems within each course
- 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 is internally verified, to ensure centre programmes conform to national standards and standards verification requirements
- secure records of all internal verification activity are maintained
- the outcome of internal verification is used to enhance future assessment practice.

This policy will be reviewed every 12 months by the Quality and Standards Committee.

Internal Verification Procedure

Definitions/Terminology

Internal verification: a College devised quality assurance process which assures the assessment against the HNC/HND unit grading criteria and those assignments are fit for purpose.

Standards verification: an external verification process used to check centre assignments and assessment against national standards, and internal verification processes.

Responsibilities

Vice-Principal ensures that centre internal verification and standardisation processes operate, and acts as the centre coordinator and main point of contact for HNC/HND programmes. The Quality nominee ensures Pearson reports are monitored and any remedial action is carried out.

Internal verifier: a member of staff able to verify assessor decisions, and validate assignments. The internal verifier records findings, gives assessor feedback, and oversees remedial action.

Standards verifier/External Examiner: the standards verifier is appointed by Pearson and samples the quality of the College assignments, assessment and internal verification.

Procedures

Staff briefing: all assessors and internal verifiers will receive regular briefing (at least once per year) on BTEC processes. New tutors will attend a briefing before drafting assessments or marking.

Verification schedules: these will be annually agreed to cover all assessors. Schedules will be drawn up and monitored through the year.

Internal verification of assignments: must be carried out for each assignment before use to ensure that they are fit for purpose, and that any recommendations are actioned.

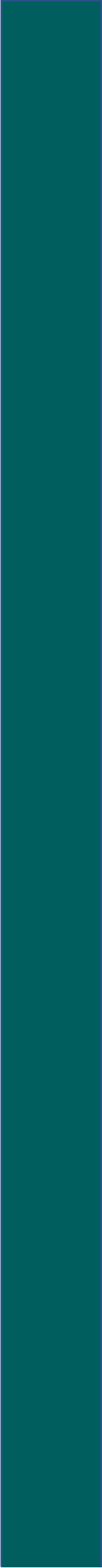
Internal verification of student work: this must be verified sufficiently to ensure the security of the standard. Each assessor must be sampled for each unit. The internal verifier must be satisfied that comparable standards are being applied across units, including for merit and distinction grades. The internal verifier will also take note of statistical information relating to the pass/merit/distinction rates of each marker. Assessors cannot internally verify their own work. Assessor feedback and support will be given by the Programme Leader and the Vice-Principal. The process does not involve the student.

Internal verification records: will be correctly maintained in a secure place for 3 years after certification. The standard form will be used for this purpose.

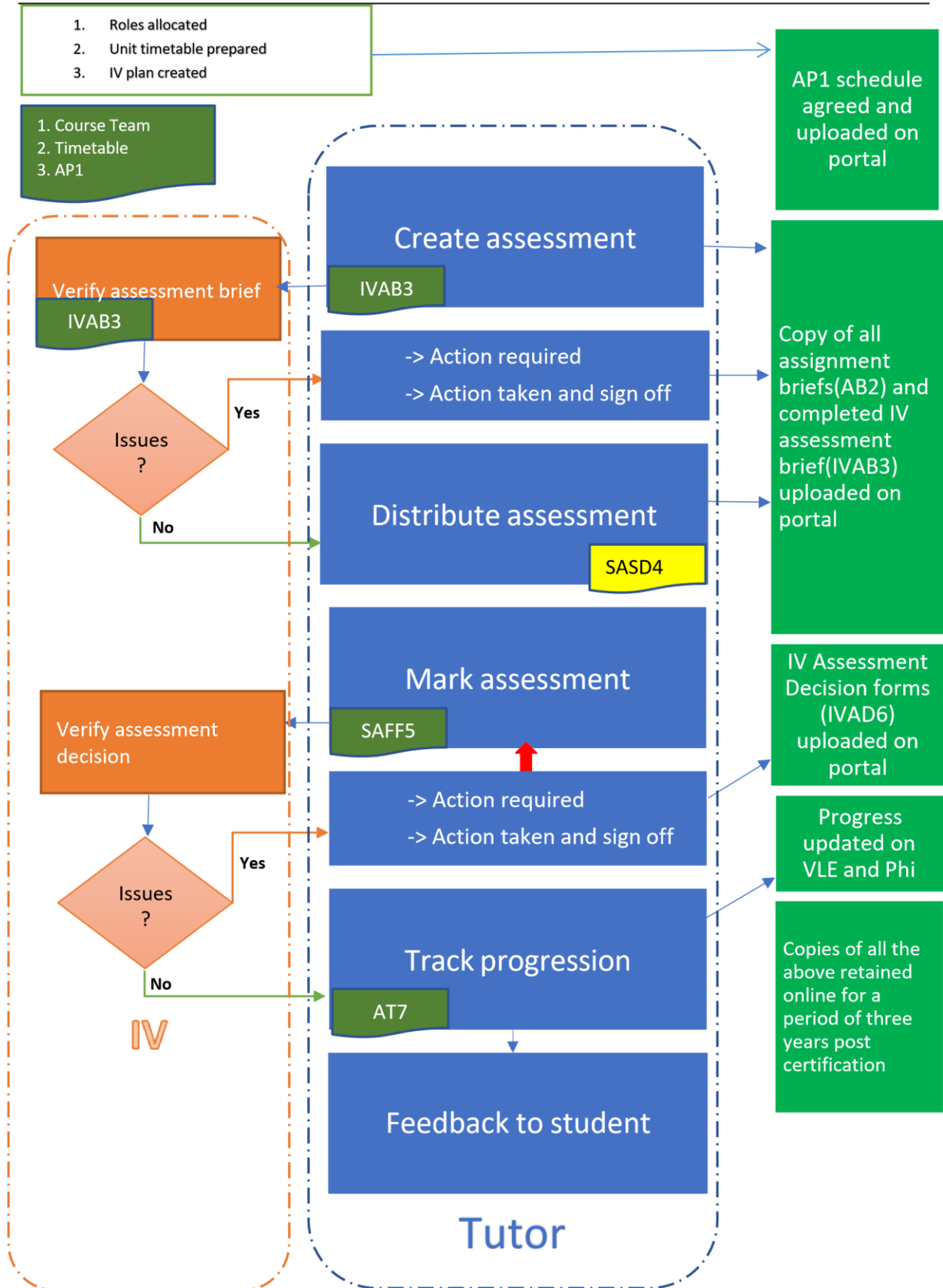
Standards verification: A member of the Senior Management Team will be the initial point of contact for the Standards Verifier (EE) and will liaise with appropriate practitioners and internal verifiers, to ensure that the Standards Verifier (EE) is able to carry out their role. The Standards Verifier (EE) will be provided with:

- the required samples of student work
- assessment records for the student work sampled
- assignment briefs for the units identified internal verification records for the assignment briefs
internal verification records for student work

Should second sampling be required the College will submit the sample as required by the Standards Verifier (EE) within the timescale required. Should there be an unsuccessful outcome after the submission of a second sample, the College will work with their Pearson Regional Quality Manager, to resolve outstanding issues. Standards verification outcomes will be monitored and reviewed according to the procedure set out in the internal quality assurance section of the Quality Assurance Handbook.



IV Flowchart



Policy Review

Review Date	Description	Reviewer
October 2024	Internal Verification Policy & Procedure	Quality and Standards Committee

Document History

Version Date	Description	Authors
22/01/2017	Policy approved and accepted, by Operational Board	Quality and Standards Committee approval
02/05/2018	Internal Verification Policy & Procedure	Quality and Standards Committee
02/05/2019	Internal Verification Policy & Procedure	Quality and Standards Committee
02/05/2020	Internal Verification Policy & Procedure	Quality and Standards Committee
02/05/2021	Internal Verification Policy & Procedure	Quality and Standards Committee
02/05/2022	Internal Verification Policy & Procedure	Quality and Standards Committee
August 2023	Internal Verification Policy & Procedure	Quality and Standards Committee

This policy will be reviewed on an annual basis, or if there is a change in legal or other business-related requirement.