# BTEC Internal Verification / Standardisation POLICY

| Policy Owner: | Mr D Howkins, Vice Principal |
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| Reviewed: | Autumn Term 2023 |
| Date for further review | Autumn Term 2024 |

**BTEC Internal Verification Policy**

**Aim:**

1. To ensure there is an accredited Lead Internal Verifier in each principal subject area *(No longer required as only offering Btec Tech Awards 2022)*
2. To ensure that Internal Verification / standardisation is valid, reliable and covers all assessors and programme activity.
3. To ensure that the Internal Verification / standardisation procedure is open, fair, and free from bias.
4. To ensure that there is accurate and detailed recording of Internal Verification / standardisation of assessment decisions.

*In order to do this, Ormiston Sudbury Academy will:*

- Where required by the qualification, appoint a Lead Internal Verifier appropriately for each subject area, who is registered, annually, with Pearson and has completed standardisation with the programme team.
  *(No longer required as only offering Btec Tech Awards 2022)*
- Each Lead Internal Verifier / Programme Lead oversees effective internal verification / standardisation in their subject area.
- Staff are briefed and trained in the requirements for current internal verification / Standardisation procedures.
- Effective internal verification/standardisation roles are defined, maintained, and supported.
- Internal verification / standardisation is promoted as a developmental process between staff.
- Standardised internal verification / standardisation documentation is provided and used.
  All centre assessment instruments are verified as fit for purpose.
  *(No longer required as only offering Btec Tech Awards 2022)*
- An annual internal verification / standardisation schedule, linked to assessment plans, is in place.
- An appropriately structured sample of assessment from all programmes, units, sites, and assessors is internally verified / standardised.
- Secure records of all internal verification / standardisation activity are maintained.
- The outcome of internal verification / standardisation is used to enhance future assessment practice.

## IV Schedule Procedure
## (No longer required as only offering Btec Tech Awards 2022)
- Detailed / recorded on assessment plan
- Assignment brief IV'd two weeks prior to assignment brief issued to learners
- Assignments IV'd within 10 working days of being marked
- IV of assessment decisions completed by colleague

## LIV Registration Procedure
## (No longer required as only offering Btec Tech Awards 2022)
- Before 30th September each academic year Lead Internal Verifiers, for each Principal Subject Area, re-register their registrations via OSCA on Edexcel Online.
- The Quality Nominee (Exams Officer) checks the LIV registration status for each Principal Subject Area.

## OSCA accreditation Activities Procedure
## (No longer required as only offering Btec Tech Awards 2022)
- LIV views the appropriate Centre Induction podcast from OSCA, prior to using standardisation materials.
- LIV accesses Standardisation Materials from OSCA and uses these to standardise the team.
- Once teams standardised LIV confirms this via OSCA

## Staff Briefing / Annual Updating Procedure
- LIV accesses annual standardisation training materials via OSCA and works through them with the subject team, keeping a record of the activity.
- Share information about standards with other internal verifiers and assessors to ensure assessment across the centre is to national standards.

## IV of Assignments Procedure
## (No longer required as only offering Btec Tech Awards 2022)
- LIV checks that assignment brief:
    - Has accurate unit/component and programme details
    - Has clear deadlines and appropriate timeframe for assessment
    - Has a suitable scenario or context
    - Shows all relevant assessment criteria for the unit/component(s) being covered in the assignment
    - Indicates relevant assessment criteria targeted against each task
    - Clearly states what evidence learners need to provide
    - Is likely to generate evidence which is appropriate and sufficient
- After checks provide advice and guidance, if necessary, to the Assessor and make sure these are recorded in the comments section.  Similarly any identified actions are recorded in the action required section, which must be completed before issue to learners.

## IV of Assessment Decisions Procedure

*(No longer required as only offering Btec Tech Awards 2022)*
- Ensure every assessor, unit and work from every assignment is sampled.
- Programme Lead reviews Assessor's judgements against the learning aim, unit/component content, assessment criteria and assessment guidance as published in the qualification specification.  Checking
  - Learner work against the assessment criteria and judge if assessed accurately.
  - The assessment criteria
  - Coverage of the unit content for learners to meet the standard for the assessment and grading criteria
  - Feedback from Assessor to learners is accurate and linked to the assessment
  - criteria and that level of feedback provided is appropriate

## *Standards Verification Procedure*
*(No longer required as only offering Btec Tech Awards 2022)*
- Examinations officer checks Edexcel Online to see if standards verifiers allocated for each course
- Examinations officer emails LIV's with the standards verifiers details
- Once initial contact made by standards verifier to Examinations Officer, details forwarded to the LIV for the relevant course
- LIV / teacher then contacts standards verifier to ascertain which units they would like to sample and agree upon submission dates
- LIV / teacher sends standards verifier the assessment , teaching plans and assignment briefs for the course / units concerned
- LIV / teacher ensures standards verifier has all evidence for units being sampled by the agreed deadline

## *Standardisation Activities Procedure*
- Internal standardisation of the assessment team (using Exemplar Standardisation Materials available on the qualification webpage)
- Internal standardisation of assessment decisions (to ensure all Assessor's marking is consistent before submitting marks for moderation)

## *Moderation Procedure*
- Programme Lead or examinations officer submit all learner marks on Edexcel Online, by Pearson set deadline.
- Programme Lead uploads the work of learners selected for moderation on the digital Learner Work Transfer platform, by Pearson set deadline.

## *Maintenance of IV / Standardisation Records Procedure*
- Completed on assessment plan
- Programme Lead checks assessment plan and monitors IV / Standardisation procedure

This policy will be reviewed every 12 months by the Quality Nominee