

BTEC INTERNAL VERIFICATION POLICY

Reviewed in June 2021 by Marie Kerrigan Head of BTEC
Next review June 2022

The aims of this policy are:

- 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 there is accurate and detailed recording of Internal Verification decisions

DLD College will ensure that:

- Where required by the qualification, a Lead Internal Verifier is appropriately appointed 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 and 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

Appointment of Lead Internal Verifier

DLD will ensure that an accredited Lead internal Verifier is appointed in each principal subject area.

The Lead Internal Verifier must:

- Read and understand the **BTEC Quality Assurance Handbook** each year, and make sure assessors and verifiers have access to it
- Register with Edexcel via OSCA (Online Support for Centre Assessors) and confirm registration every year – a login will provide by the DLD College

Exam's officer

- Undertake online induction
- Complete the accreditation process: practice exercise and assessment exercise (normally only once every three years)
- Make other assessors and verifiers aware of the practice exercise, for example through a team development event
- Ensure that there is an assessment and verification plan for the programmes in the sector which is fit for purpose and meets Pearson Edexcel's requirements
- Sign off the plan and check that it is being followed at suitable points
- Undertake some internal verification and/or assessment for individual units within at least one of the programmes, where possible
- Ensure that records of assessment and samples of learner work are being retained for use with Standards Verification if necessary
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required
- Make arrangements for handover to a deputy or replacement if unable to carry out the role.

This policy was reviewed in June 2020 by Fumi St Marthe
Next review June 2021