

BTEC Internal Verification Policy 2024-2025



Undershaw

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Reviewed By	Deputy Headteacher (Academic)
Approved By	Headteacher
For publication on website	Yes
Signed by	Headteacher October 2024

Aim:

To ensure there is an accredited Lead Internal Verifier in each 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.

To do this, Undershaw Education Trust will:

- 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 as fit for purpose
- An 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.

Specifically:

IV schedules:

- Must be produced for both Assignment Briefs and learners work in September of Registration (on the assessment plans).
- Can be live a document and amended as needed and in conjunction with changes to the assessment plan.
- The Schedule will include the number of learners (as a minimum) that is set out in the individual specifications

OSCA accreditation / standardisation activities:

- All Lead IV's must be registered in September of registration
- All Lead IV's complete all standardisation activities ideally in September of registration but no later than October Half term of registration.
- All Lead IV's to become OSCA accredited ideally in September of registration but no later than October Half term of registration.

Roles and responsibilities

All teachers (programme Leads) and LIV to attend an initial staff briefing to be held by Quality Nominee at the start of the year in September.

Any changes or information from BTEC, Quality Nominee or the Exams Officer throughout the year will be disseminated to relevant staff.

All Programme leads will sign up for BTEC Subject Specific Updates.

The accountability lies with the programme lead (teacher) to ensure all records are kept accurately and centrally in the BTEC Programme Folder.

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