



Assessment and Internal Verification Policy (BTEC)

Owner: JR/KJR

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
December 2020	December 2021		1	December 2021
		January 2021	2	January 2022
		January 2022	3	January 2023
		January 2023	4	January 2024
		January 2024	5	January 2025
		January 2025	6	January 2026
		January 2026	7	January 2027

1. Policy Aim

This policy aims to ensure appropriate assessment and internal verification of BTEC qualifications undertaken at The Green Room Foundation.

2. Purpose

In order to do this, the Centre will ensure that:

- Internal verification is used as a quality control mechanism that ensures internally assessed units/components:
 - have assignment briefs that are fit for purpose
 - are assessed accurately to national standards against the unit/component criteria
 - are consistently assessed and graded across the programme.

Internal verification is a key part of the BTEC quality assurance process in ensuring learners are assessed accurately to the national standard.

3. Successful Internal Verification

To ensure a rigorous and robust approach to internal verification, the Centre will ensure that:

- A Lead Internal Verifier is in place to oversee quality assurance for that subject
- A recognised team of Internal Verifiers, meet regularly to ensure standardisation of procedures
- Internal verification processes that are agreed and published so that they are clearly understood by all members of staff delivering and assessing BTEC qualifications
- An internal verification process which is monitored at a Centre level by the Quality Nominee and for the subject area by the Lead Internal Verifier.
- BTEC internal verification forms are standardised across the centre
- Internal verification schedules are drawn up to ensure timely implementation of the process
- All experienced Assessors are involved in the internal verification role
- Standardisation meetings are recognised as pivotal to staff development
- The time required to carry out internal verification is acknowledged.
- An internal verification policy which promotes a rigorous commitment to quality improvement

4. Retaining Documents

Internal verification documentation, along with other BTEC assessment documentation must be stored securely for a minimum of three years after the date of certification, either physically or electronically. Learner work must be retained for a minimum of 12 weeks after the date of certification (unless specifically advised longer due to unforeseen circumstances). Learner work that includes units where UTAGs were applied should be retained for a minimum of 6 months

beyond certification so that it is available in the event of any query arising. *(Please note that the 12 weeks / 6 months starts once the certificates have been received).*

4.1 BTEC Documentation to Retain

- Assessment plans
- Assignment briefs
- Assessment records (learner feedback)
- Learner authentication records
- Internal verification records
- Assessment tracking of learner achievement

5. Internal Verification of Assignment Briefs

The Internal Verifier should check that the assignment brief:

- has accurate unit/component and programme details
- has clear deadlines and an appropriate timeframe for assessment
- has a suitable vocational scenario or context
- shows all relevant assessment criteria for the unit/component(s) covered in the assignment
- indicates relevant assessment criteria targeted by the assignment
- clearly states what evidence the learner needs to provide
- is likely to generate evidence which is appropriate and sufficient.
- ensure assessment dates are updated and assignments are appropriate for a new cohort of learners.
- review assignments annually to ensure that they are still fit for purpose

6. Internal Verification of Assessment Decisions

6.1 The internal verification sample

During the lifetime of the programme, the Centre will ensure that the internal verification of Assessor decisions will cover the following as a minimum:

- every Assessor
- every unit/component
- learner work from every assignment
- the unit/component specification
- the assignment brief/s
- learner tracking documents (to select a range of achievement)
- assessed learner work and accompanying assessment record
- internal verification of assessment decisions form.

There is not a requirement that all learners must have been internally verified during the lifetime of a programme, however a well-constructed sample should consider the following and use a risk-based approach:

- the full range of assessment decisions made (pass, merit, distinction criteria and not yet achieved), should all be included in the sample if possible
- the experience of the Assessor. New or inexperienced Assessors should have more decisions internally verified than an experienced Assessor
- new BTEC programmes. When a unit/component or programme is first introduced, the internal verification sample should be increased
- the size of the group of learners
- known issues arising from previous internal verification or standards verification activity

6.2 Assessment Standardisation

When a programme is delivered and assessed by more than one person, standardisation should be carried out before any formal assessment and internal verification has taken place.

The aim of the standardisation process is to agree the standard of learner work by discussing and mutually assessing a sample of learner work as a team to reach consensus. Once agreement has been reached, the Assessors can then individually assess the work of their learners, after which internal verification will take place.

Standardisation should be undertaken prior to an assessment taking place, as well as at the start of the academic year.

7. The internal verification of assessment decisions process

The Internal Verifier reviews the Assessor's judgements against the learning aim, unit/component content, assessment criteria and assessment guidance as published in the qualification specification. This will include checking:

- the assessment criteria - this represents the national standard and all BTEC learners are measured against it
- the learner work against the assessment criteria and judge whether it has been assessed accurately
- coverage of the unit/component content in conjunction with the assessment guidance to see if the Assessor has taken this into account.
- the feedback from the Assessor to learner is accurate, linked to the assessment criteria and to confirm the level of feedback provided to the learner is appropriate.

Following internal verification, if there are any assessment concerns, feedback should be provided to the Assessor with any actions applied to the whole cohort and not just the learners in the internal verification sample.

7.1 Timing

For internal verification of assessment decisions to take place, learner work must have been formally assessed. Internal verification must take place shortly after the assessment decisions

have been made and before learners receive confirmation of their achievement and feedback. If any inaccuracies are identified by the Internal Verifier, these must be corrected by the Assessor before achievement and feedback is issued to learners.

7.2 Internally verifying resubmissions

If a request for a resubmission is made and providing there have been no issues with the Assessor's decisions at the first submission stage, then the resubmission does not need to be internally verified if the learner's grade has not improved. The Lead Internal Verifier should however check the decisions if the learner's grade has shown improvement, to safeguard against any potential malpractice issues. Similarly, if the first submissions from learners show only pass criteria achievement and higher-grade criteria are awarded for the resubmitted work, then a sample of the resubmissions must be internally verified to ensure that the award of the higher-grade criteria is accurate as this would not have been seen in the internal verification of the initial submissions.

8. Responsibilities

8.1 Learner:

- Should be informed of all aspects of assessment, progress monitoring and learner induction.
- Will agree to complete and submit work that is their own and confirms authenticity of their own work.
- Receives assessment decisions from their Assessor.
- Learners will agree to meet deadlines set by their assessors.
- Are made aware of BTEC standards, assessment deadlines, and the need for authenticating work and learner submissions and appeals.

8.2 Programme Team:

- Is responsible for managing the BTEC programme delivery and assessment of the learners to ensure coverage of all units and grading criteria and identifies staff development requirements.
- Creates the assessment plan and agrees to deliver the programme to the plan ensuring timescales are met.
- Plans assessment activities and timescales.
- Agrees entry requirements for the programme.
- Develops external links with employers and other sources of other relevant vocational input.
- Selects units relevant to learners' needs and the local context.
- Considers resources to effectively deliver the BTEC programme.
- Develops BTEC programme handbooks and updates all relevant documentation both electronic and paper based as required.
- Adheres to the process of internal verification.

8.3 Assessor

- Is responsible for assessing the learner's work according to the assessment plan and against national standards.
- Provides feedback to learners, ensures authenticity of the learner's work and records and tracks achievement.

- Completes standardisation training.
- Delivers programme content using effective approaches, by designing, adapting and using assessment instruments.
- Provides assessment decisions and tracks learner achievement maintaining accurate assessment records both paper based and electronic.
- Plans next steps with the learner.
- Oversees any authorised resubmissions.
- Completes any actions identified by the Internal Verifier.

8.4 Internal Verifier

- Checks the quality of assessment to ensure that it is consistent, valid, fair and reliable.
- Confirms assessment decisions meet national standards.
- Carries out internal verification of assessors and their units according to the internal verification plan and provides feedback to assessors including any action required.
- Arranges standardisation meetings across teams.
- Ensures own assessment decisions are sampled if assessing on a BTEC programme.

8.5 Lead Internal Verifier

- Is responsible for overseeing quality standards in BTEC programmes.
- Ensures compliance of quality is adhered to. As good practice the Lead Internal Verifier will internally verify assessors' marking.
- Registers and accesses the standardisation materials and works through the standardisation material with the programme team.
- Approves and signs the BTEC programme assessment plan.
- Checks the quality of assessment to ensure that it is consistent, valid, fair and reliable and ensures corrective action is taken when required.
- Confirms whether assessment decisions meet national standards.
- Provides feedback to the Programme Team, SLT and Pearson including any training requirements. Authorising valid resubmissions provided they follow the required criteria.
- Ensures effective systems are in place to record the learner's work and achievement both paper based and electronic records.
- Monitors the BTEC programme file and updates accordingly.
- Takes part in the formal stages of any appeal.
- Arranges standardisation meetings across the subject team and liaises with the Quality Nominee and Standards Verifiers.
- Ensures own assessment decisions are sampled if assessing on a programme.

8.6 Standards Verifier

- Maintains effective mechanisms for the internal verification of BTEC programmes.
- Demonstrates effective recording of assessment and internal verification.
- Appointed by Pearson, Standards Verifiers contact the BTEC Lead Internal Verifiers to arrange standards verification of each BTEC programme learners' work from a sampling schedule.
- Completes sampling in line with Pearson's standards verification published requirements checking consistency of the interpretation of national standards by the Assessor.
- Compares the assessment decisions of centre BTEC assessors for BTEC programmes to review the consistency and accuracy of their assessment.

- Confirms that the submitted learner's work meets the assessment criteria awarded and confirms work as authenticated by the Assessor.
- Checks timely and effective internal verification has been carried out on assignments, assessment and feedback to learners.
- Gives feedback to the Lead Internal Verifier on standards verification decisions and completes an online report identifying whether national standards have been met, including any remedial actions such as re-sampling.

8.7 Quality Nominee

- Is responsible for the effective management of BTEC programmes and actively encourages and promotes good practice.
- Acts as the main point of contact for BTEC.
- Initial point of contact for all Standards Verifiers.
- Liaises with BTEC practitioners and Internal Verifiers to ensure Standards Verifiers are able to carry out their role.
- Ensures that appointed Lead Internal Verifiers complete the OSCA induction and download the standardisation materials for dissemination to the BTEC programme teams.
- Registers on Edexcel online and updates Pearson with any programme and staff changes.
- Liaises with the Centre Quality Management Reviewer and completes the annual Quality Management Review.
- Ensures the accuracy of approved programmes and monitors approvals and review dates. Ensures registrations are on approved BTEC programmes.
- Ensures internal verification of BTEC programmes is planned at the start of the year and that internal verification takes place throughout the year.
- Ensures programme teams are briefed on quality assurance processes, including:
 - Registration of Lead Internal Verifiers.
 - Quality Management Review.
 - Standards Verification process.

9. Procedures

9.1 Assignments

Assignment design should have a practical vocational focus and reference unit assessment. Grading criteria should have a variety of assessment methods. A schedule of assignments and assessment is to be planned and monitored during the delivery of each BTEC programme. All assignment briefs should be internally verified to check the dates and deadlines are appropriate.

9.2 Assessment Plan

This is prepared with the Programme Team at the beginning of each academic year. The plan will cover all assessment and grading criteria. The Lead Internal Verifier will approve and sign the assessment plan. The assessment plan should include as a minimum requirement:

- Names of all assessors and Internal Verifiers.
- Scheduling for assignment hand out and submissions.
- Deadlines for assessments.
- Scheduling for internal verification and the opportunity for resubmission.

9.3 Assessment and Tracking Assessment

A secure audit trail is maintained, comprising assessment decisions, internal verification documentation for assignments and the learner's work, and unit achievement for the BTEC programme. This is both paper based and recorded on Pearson's Online. All assessment evidence is clearly measured against national standards. Learner progress can be accurately tracked and the assessment process can be reliably verified. There is clear evidence of the safety of certification. Tracking learner progress and recording what learners have achieved and what needs to be completed on a unit to unit basis, provides full coverage of the units and grading opportunities. This in turn helps to enable internal verification and provides sampling information for the Standards Verifiers. Up to date and securely stored assessment records help to minimise the risk of assessment malpractice or issues related to staff absence

9.4 Annotation of the Learner's Work

It is good practice to annotate the learner's work during feedback.

9.5 Feedback to Learners

During teaching and learning of an assignment, the Assessor is using their professional judgement about the nature, quantity and level of feedback to the learner. Following assessment, assessors record their assessment decisions on the assessment record for each individual assessment criteria. This record forms part of the feedback to support progression. The Assessor can give feedback to the learner on which criteria they have achieved and not achieved. However, the Assessor should avoid giving direct, specific instructions on how the learner can improve their evidence to achieve a higher grade. BTEC assessment rules no longer allow formative feedback.

9.6 Submission of Evidence

Only one submission is allowed for each assignment. The Assessor is expected to formally record the assessment result and confirm the achievement of specific assessment criteria. Evidence submitted should target the assessment criteria. There should be a signed and dated declaration of learner authentication to confirm the work submitted is the learners' own work. The Assessor will record and confirm the assessment result and complete confirmation that the work submitted is the learner's own work. Learners should be sufficiently prepared to undertake the assessment and should be encouraged to submit their final complete work on their first submission in line with one submission is allowed for each assignment.

9.7 Resubmission of Evidence

The Assessor oversees any authorised resubmissions. The Lead Internal Verifier only can authorise resubmissions and ensures they are fairly and consistently implemented for all learners. The following conditions must be met for a resubmission to be accepted:

- The learner has met the initial deadlines set for the assignment or has met any agreed extension deadline.
- The Assessor will judge that the learner will be able to provide improved evidence without further guidance.
- The Assessor will authenticate the evidence submitted to be that of the learners' own work and includes a signed and dated learner declaration of authenticity. If a learner has not met the above conditions the Lead Internal Verifier will not authorise the resubmission. The resubmission will be

recorded on the assessment record and a deadline of 15 working days will be given from the date the learner received the initial assessment result. (15 working days must be within term time, in the same academic year as the original submission).

9.8 Standards Verification

Standards Verification applies to all BTEC programmes with internally assessed units. It is the external verification process used to check the Centre assignments and assessment against national standards and internal verification processes. The process of Standards Verification is to conduct sampling of assignment briefs and assess the learner's work in order to provide judgements and feedback. The Centre will agree to actions needed, including submission of a second sample, to complete issues arising from the Standards Verification process which could have the potential of blocking learner certification. Evidence of all resubmitted work must be included for sampling.

9.9 Appeals and Malpractice

There are clear procedures for learners to enable them to appeal an assessment decision and related processes to instigate an appeal. Learners and staff should be made aware of the conditions which constitute an appeal and what is considered assessment malpractice. Malpractice issues include: plagiarism, collusion, fabrication of results, falsifying grades, fraudulent certification claims, referencing skills, promoting a zero tolerance approach etc. Any appeal will be recorded and documented with retention for 18 months following the resolution of the appeal. The Head of Centre will facilitate the learners' ultimate right to appeal to Pearson, once the Centre's appeal procedure has been exhausted. [BTEC Appeals Procedure]

9.10 Certificate Claims

Certification claims will be accurate and based on audited records. Claims will only be made with the written authorisation of the Programme Leader and Department Leader. Confirmed claims will be made by the Centre's Examinations Department prior to the deadline

Monitoring the Effectiveness of the Procedure

The effectiveness of this procedure will be reviewed annually and any recommendations for improvement will be made as required.

This policy is approved by The CEO of The Green Room Foundation

Date

CEO
