



ST ALBANS GIRLS' SCHOOL

BTEC Internal Verification Policy

GB sub-committee: Curriculum, Assessment & Standards Committee

Co-ordinator: Mrs J Flint

Last Reviewed: Summer 2023

Next Review: Summer 2024

Signed by:
Margaret Chapman
Head Teacher

Signed by:
Claire Barnard
Chair of Governors

1. RATIONALE

- 1.1 To ensure that STAGS follows the correct procedures for the Internal Verification of assessments of all internally achieved BTEC units.

2. AIMS

- 2.1
- To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level - Level 3)
 - 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.

3. PROCEDURES

- 3.1 **Process for Internal Verification of BTEC Units**
- Where required by the qualification, appoint a Lead Internal Verifier is appropriately 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 annual Internal Verification schedule, linked to assessment plans, is in place

	<ul style="list-style-type: none"> • 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
3.2	<p>Roles and personnel responsible for assessing learners studying a BTEC Qualification</p> <p>Quality Nominee The Quality Nominee is Mrs J Flint They are responsible for overseeing all elements of the BTEC assessment process</p> <p>Examinations Officer The examinations officer is Mrs M Maddison They are responsible for registering students on the BTEC course, enabling a check of who is registered, withdraw students if they leave the course, enter internally assessed unit levels after internal verification to enable certification at the end of the course</p> <p>Lead Internal Subject Verifier The Lead Subject Verifier is the Lead Practitioner for the Subject. They are responsible for providing an assessment plan to the QN, names of students to be entered or withdrawn from the qualification, results of the unit after internal verification or external verification has taken place</p> <p>Internal Subject Verifier They are responsible for teaching the BTEC course and marking the internally assessed tasks. They assist with the moderation and verification of internally assessed work.</p>
3.3	<p>Assessment Timelines Each BTEC Lead Subject Internal Verifier is to prepare a plan for the teaching and assessment of each internal unit. A copy of this plan is provided to the Quality Nominee who reviews the plan and checks that this meets the assessment criteria. This plan is also shared with the external Subject Verifier as requested.</p>
4. MONITORING	
4.1	<p>This policy is monitored internally once per year by the Quality Nominee. It is provided to Pearson at their request as part of their Quality Assurance processes in the autumn of each school year.</p>