Before we can release results for vocational qualifications, we need information from you about how your learners have progressed in internally assessed units that are claiming certification. We will ask you to provide grades given in each of the internally assessed units for each learner. You will also need to tell us if you want us to issue an interim or final certificate.

Many BTEC programmes require external assessment: units to be part of the delivery. The form of these external assessments varies and can be written papers and/or tasks, including some on-screen and on-demand tests. It is important that you gain a thorough understanding of the externally assessed units in a BTEC programme and how to prepare students to be successful.

There is a JCA document, which clarifies the assessment requirements of the different types of external assessment. For individual units or components, these can be overridden by the unit or component-specific Administrative Support Guide (ASG), which can be found under ‘Course materials’ on your qualification specification page.

Students are registered on a programme, meaning that you, as a centre, intend to deliver the required units for the student to be successful. If any of the required units are externally assessed, there is a requirement that the centre ‘sees’ the student for these units in the assessment windows of their choosing. This will ensure you receive their external assessment papers.

Standards verification is how we check you are operating appropriate quality assurance across your BTEC programmes and meeting national standards. If you see the term ‘External examination’ this refers to a specific type of standards verification used for our BTEC Level 4-7 (QCF) programmes and BTEC Level 3 and 4 Foundation Diplomas in Art and Design.

There are clear guidelines as to when the Lead Internal Verifier can offer a student the opportunity to re-submit their evidence. These guidelines are detailed in the Guide to Internal Assessment. The guidelines give considerable flexibility to the LIV to ensure that fairness and sensitivity prevail in giving all students the opportunities they deserve.

There are clear rules about the type of feedback that can be given at each stage during the delivery of a BTEC programme. Take a look in our Guide to Internal Assessment for advice on what feedback is allowed.

You will need to identify a Lead Internal Verifier (LIV) for each BTEC programme and level being delivered. The LIV will manage and oversee the quality assurance for the programme.

The Assessment Plan is prepared by the LIV with the cooperation of the team of teachers involved in delivery and assessment for the programme. This plan is designed to ensure you are clear in how you are planning to deliver the course.

Assessment of the learning aims of an internal component/unit is conducted using an Assignment Brief (AB). Assessments are performed after the content for the learning aim has been taught and is a formal part of the delivery of BTEC. All Assignment Briefs include Vocational Scenarios, Tasks and Evidence, and will require the learner to produce evidence that addresses all the assessment criteria related to the learning aims being assessed.

Following the teaching of subject content for a learning aim, found in the specification, the official assessment is scheduled. You can sometimes choose to cover multiple learning aims in one assessment. This is done when you, as the centre, believe that your learners are ready to complete the assessment activity. The assessment is formal and has a short time schedule (set by you).

You will always use an Assignment Brief (AB), this could be an Authorised Assignment Brief (AAB) from our website, a modified AAB or an AB of your own making. Whatever you use, it is imperative that the assessment is internally verified - this means that you are verifying that the Vocational Scenario, the Tasks, the Evidence, the Assessor and the Hand-Out are correct and that there is fairness and sensitivity in giving all students the opportunities they deserve.

Once you have run a formal assessment session you will need to assess your learners’ work. Each student will need an assessment form to be completed, saying which assessment criteria they have met and which have not. Once you have done this, it is important that your centre has a plan for internally verifying (IV’ing) your assessments. The internal verification of assessment must be done by another practitioner. It does not need to be the LIV or a teacher with subject specialism, however, it does need to be someone who can verify that your learners’ work is fair and consistent. The internal verification process is to verify that you, as assessor, have applied the assessment criteria judgements correctly and consistently.