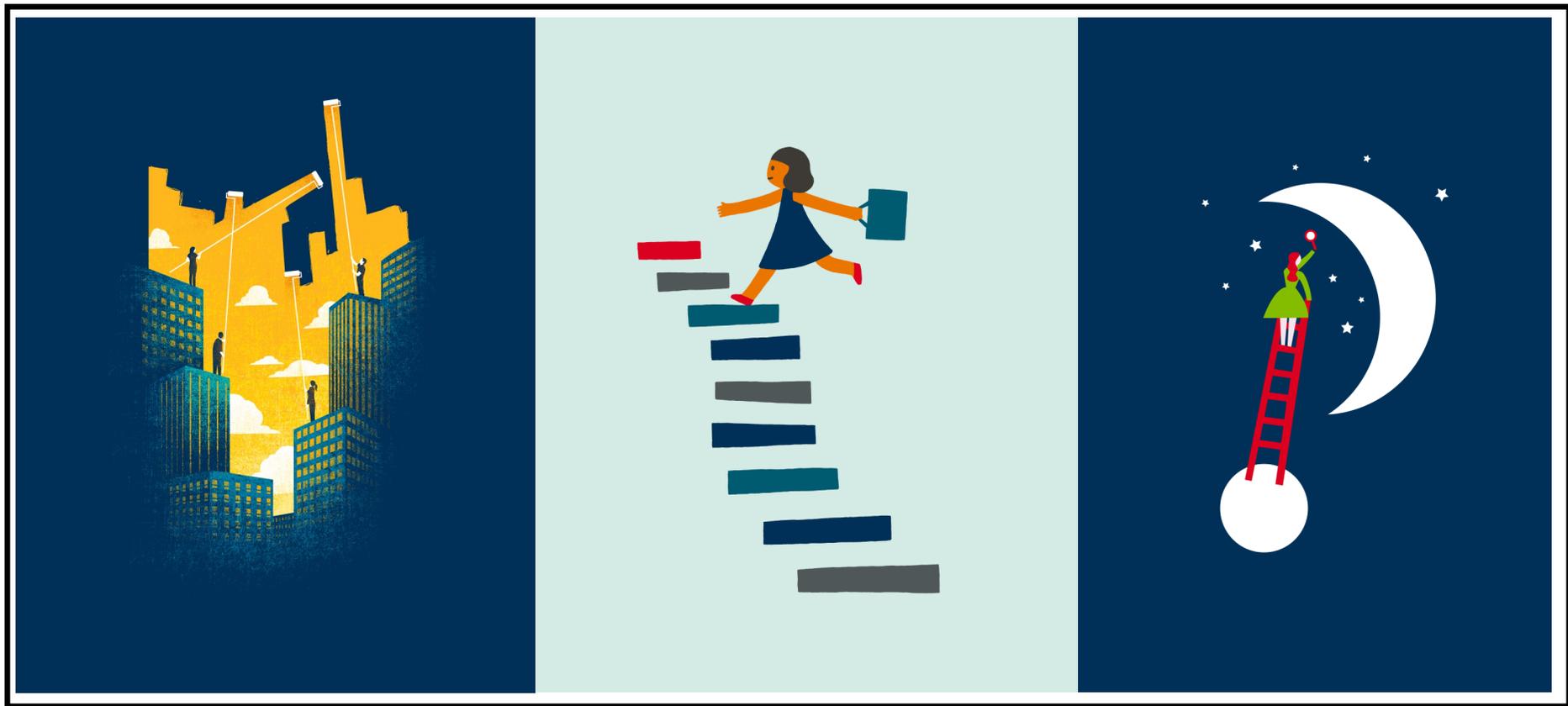


A guide to Pearson BTEC 2016–17 standards



New Level 1 Introductory Suite and Level 3 Nationals

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Introduction

Welcome to the guide to standards verification for our new Level 3 BTEC Nationals and new Level 1 introductory suite. This guide provides you with the information you need to be prepared for standards verification in 2016-2017.

It takes you through:

- what you need to do
- who's responsible at each stage

and gives additional advice and guidance around best practice.

We hope you find this guide useful and we've aimed to cover all the relevant points to help you successfully deliver internal assessments for BTEC.

We're here to help

If you need more information or support at any stage, please do contact the Vocational Assessment team at:
btecdelivery@pearson.com

We are here to help with all your assessment queries.

For other general queries, please visit the [contact us pages](#) of our website so your question can be answered as quickly as possible by our teams.

How to use this guide

1. What you need to do

Step 1: Read the current information regarding standards verification that is published on our website

If you are new to delivering BTEC qualifications then you need to start by familiarising yourself with the term 'standards verification', and how we quality assure the internal assessment that you undertake.

Standards verification is how we check that you are operating appropriate quality assurance and maintaining national standards.

This document provides more information on the process and offers support to help you prepare for the delivery of our new suites of qualifications. Information for our legacy qualifications can be found on the support pages on our website [here](#).

Step 2: Read this guide

This guide provides you with the additional information you need to undertake internal assessments for BTEC Level 1 Introductory Suite (from 2016) and BTEC Level 3 Nationals (from 2016).

There's detailed, step-by-step guidance for your Lead Internal Verifiers and Programme teams, and some handy checklists for each role so you can be confident that you have everything covered.

Step 3: Read the external assessment section in the relevant BTEC specification

You also need to read any specific instructions in the relevant qualification specification document which you can find on the Pearson Qualifications website [here](#).

Working from our guidance documents will ensure you have all the correct conditions and requirements in place for each stage of the standards verification process.

2. What you need to know

How we verify standards

We allocate a Standards Verifier, who is a subject expert, to conduct sampling of assessment instruments and assessed learner work in order to provide judgments and feedback. Standards Verifiers support you in identifying good practice and areas for further development, giving you guidance on how you can improve your assessment. We will aim to allocate you the same Standards Verifier if you are running both an NQF and a QCF programme from the same sector.

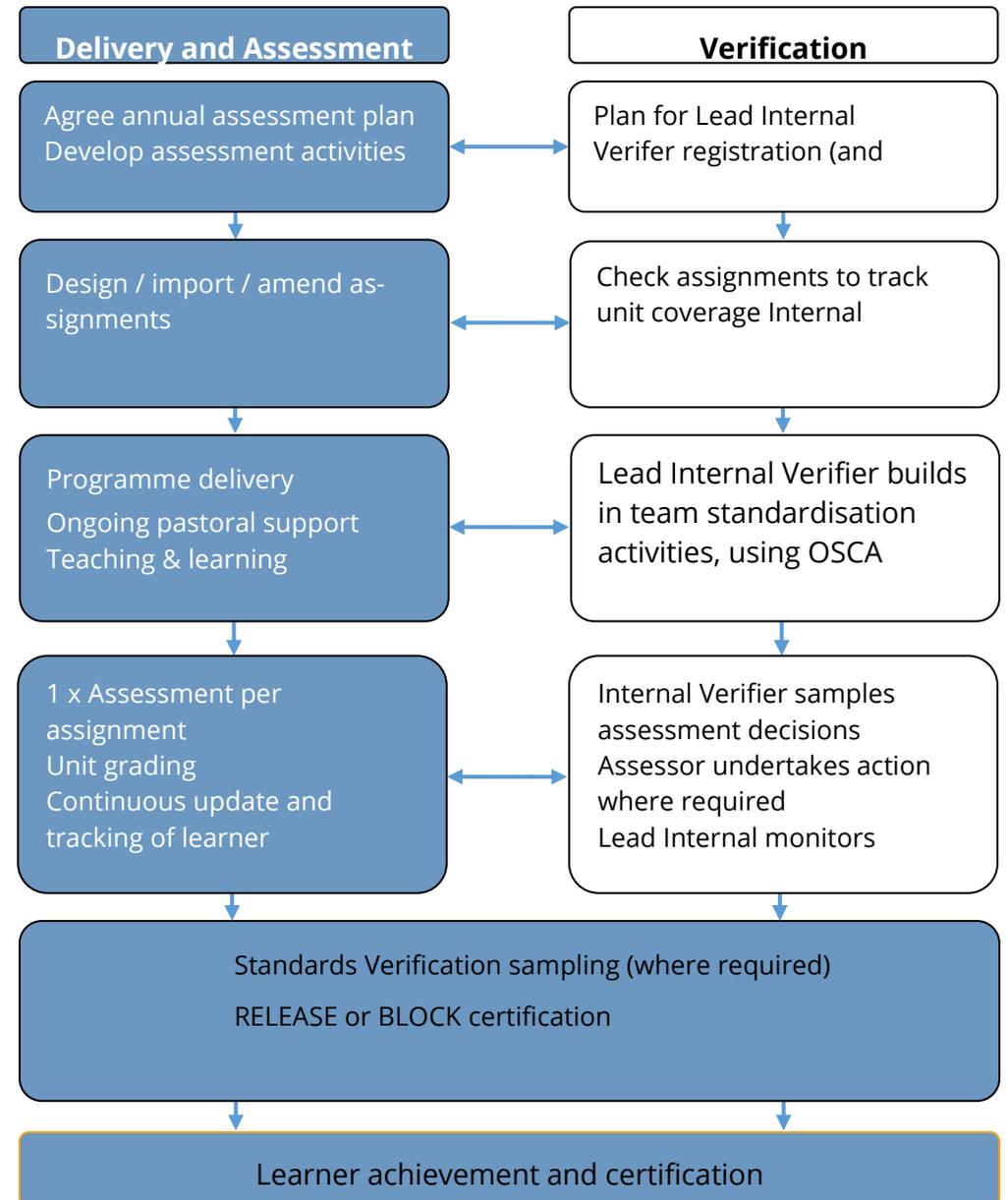
If our Standards Verifier finds that learner work doesn't meet the national standard outlined in the specification, you'll agree actions that need to be completed before we'll be able to issue certificates to your learners. This will include providing a second sample to show that you've responded to the Standards Verifier's feedback.

Roles with responsibilities

It is important that you have a strong team in place at your centre in order to deliver and assess your BTEC programme effectively. Our website provides an overview of the main quality assurance responsibilities for each role [here](#).

Planning

Good planning is the first step to your successful delivery of the National and/or Level 1 Introductory suite. It is the best way of making sure everything is in place to ensure unit coverage is robust and achievable.



Standards verification

1. Allocation of your standards verifier

Our new suite of Level 1 and Level 3 qualifications are sampled annually. It is important that your examinations officer registers any learners on your programmes before the end of October 2016. From November 2016 we will identify which centres require standards verification.

We will aim to allocate the same Standards Verifier if you are running an equivalent legacy qualification, such as a QCF Level 3 or NQF Level 2. Please note that due to the nature of the qualification, you will be allocated a separate Standards Verifier for the Level 1 introductory suite.

We begin to make these allocations in December with a view to completing the activity by February 2017. We do this by informing your Quality Nominee that a programme has been allocated a Standards Verifier via our Edexcel Online system.

What this means for me?

This will mean that your allocated Standards Verifier(s) will make contact with you between late December 2016 through to early March 2017.

If you have programmes with no active learners but are allocated a Standards Verifier, then please notify us as soon as possible at: vqdeployment@pearson.com.

2. Arranging the sample

The Lead Internal Verifier should provide the assessment plan(s) for all registered learners including:

- who is assessing each unit and learner and when assessment is expected to be completed
- who is internally verifying the assessment decisions and when internal verification is expected to be completed
- planned resubmission opportunities.

If the programme is administered using myBTEC, these are created automatically and will be able to be seen by the Standards Verifier through allowing access to myBTEC. If the programme uses paper based quality assurance, then a spreadsheet template is available, and this should be emailed to the Standards Verifier.

You can find out more about myBTEC [here](#).

The Standards Verifier will use your assessment plan to agree the:

- date(s) by which the Standards Verifier will receive the sample by post or visit your centre
- units to be sampled
- date when you will provide the learners' final grades to allow the sample to be selected.

In order for your assessment plan to be considered fit for purpose, it must allow for a timely sample to take place. You should arrange for your sample to be available as early as possible. **Only completed units with finalised grades (including any resubmissions) can be sampled.** If you are planning to complete the qualification within one year, you should ensure units are completed and available for sampling within the sampling window.

All first samples must be completed by 30 May 2017. Any further sampling must be completed by 30 June 2017. This is to ensure that learners completing in the current academic year have their results in time for college and university admissions results day.

It's important that you stick to these timescales as any late

sampling can affect

certification of learners ...

Top Tip from our Assessment team:

Your Standards Verifier is there to support you through the process. Talk to them if you have any concerns - they are there to help you!

3. Sampling explained

Sampling will include assessment decisions made by all Assessors of the programme during the registration period, and cover the full range of grades awarded.

Most of the learners selected as part of your sample will have had the assessment decisions for at least one of their assignments internally verified. Your Standards Verifier may request to see additional units if it isn't possible to get a sample representing a range of grades, Assessors or types of evidence from these minimum requirements.

If essential actions are needed then second sampling is required, and the Standards Verifier will:

- review the re-assessed and finalised grades and select additional learner samples to ensure that feedback has been applied to the whole cohort, and
- sample a further unit(s) to ensure that any feedback has been applied to across the programme and by assessment team as a whole, so that there are no further issues for learners.

The aim of this sampling structure is to minimise the administration burden for centres who are assessing accurately, yet provide fuller support when need is identified.

4. Preparing your sample

For each learner selected as part of the sample, you'll need to provide your Standards Verifier with definitive evidence of the assessment process for an entire unit, which they'll use to make a judgment on your approach to assessment. The materials you send to your Standards Verifier will include:

Assignment briefs

- all assignment briefs used to generate learner evidence for the unit.

Learner evidence and assessment records

- completed unit of learner work
- assessment decisions for the learner work and related feedback
- signed and dated declaration of authenticity by the learner
- confirmation from the Assessor that the evidence is authentic and is the learner's own work.

Internal verification documentation

- internal verification documents for the assignment briefs
- internal verification documentation relating to the assessment decisions. For each learner, the assessment decisions for at least one Assignment towards the unit will have been internally verified.

A full audit trail of any resubmissions

- signed and dated authorisation from the Lead Internal Verifier, showing the resubmission deadline and any conditions that were put in place e.g. to prevent collusion
- initial assessment record
- resubmitted learner evidence with a signed and dated declaration of authenticity from the learner
- assessment records for the re-submission detailing the additional evidence submitted and any changes to the assessment decisions
- confirmation from the assessor that the resubmitted evidence is authentic and the learner's own work

If materials are incomplete, inappropriate or don't appear to be authentic, your Standards Verifier won't be able to complete sampling and will contact you for clarification.

Assessment and internal verification records can be accessed by the Standards Verifier in myBTEC. If you do not use myBTEC then you can send all documents either electronically or by post.

5. Completing sampling

With the exception of Art and Design and some Childcare programmes, you'll need to send the evidence for your sample to the Standards Verifier. You can do this electronically (using CDs or DVDs) or you can use our courier service to send copies of the evidence. Please do not send us the originals of the work. Also, it is good practice to have a second copy.

6. Accessing your Standards Verifier's report

Your Standards Verifier will produce a report within 10 working days of reviewing your sample. Once the report has been completed, your Quality Nominee will receive an email to let them know the report is available to view at Edexcel Online [here](#).

7. Outcomes of your first sample

There are three possible outcomes of your first sample:

- Certification release
- Certification block
- Not yet fully sampled (NYFS (Level 3 Nationals only))

Report Status	Outcome
Certification release:	<ul style="list-style-type: none">• You've provided a full sample and your Standards Verifier has confirmed you have adequate quality assurance procedures in place. Your Standards Verifier has agreed that you're assessing learners to the national standard but may offer recommendations on how to improve on current practice.• This means certification is released for the academic year and a second sample is not required.

Certification block:	<p>You've provided a full sample but your Standards Verifier does not agree that you're assessing learners to the national standard. This is because one or more of your assessment decisions have been judged to be incorrect, or your approach to assessment and verification doesn't meet the requirements. This means that certification is blocked and a second sample will be requested. If the Standards Verifier judges that learners have been disadvantaged, they'll be able to authorise a further resubmission, on the basis that the original assessment decisions were invalid. This will be clearly stated on the standards verification report.</p>
Not yet Fully Sampled (NYFS):	<p>If your Standards Verifier is not able to see the full sample and none of your learners are completing the qualification in the current academic year, they can begin the process by reviewing the bits of the sample that are ready. This could mean looking at fewer units of learners' work or just looking at the assignment briefs, depending on what is available. This allows your Standards Verifier to support you as early as possible in your delivery to reduce risks for your learners.</p> <p>A Standards Verifier report based on an incomplete sample does not release certification but will change the report status to NYFS meaning that the programme is not yet fully sampled. Once you've received a NYFS report, the standards verification process is complete for the year, but you should read the comments and complete any essential actions as soon as you can.</p> <p>No second-sampling is possible until first sampling is completed the following year. We'll try our best to allocate you the same Standards Verifier the following year, complete your first sample.</p>

8. Submitting a second sample

You will need to submit a second sample if your first sample resulted in a certification block. Your Standards Verifier will get in touch to agree a timescale for you to submit the second sample once you've accessed the original report. A second sample will be conducted remotely, even if your first sample was conducted by a visit.

Your second sample will include:

- the elements of the first sample that caused the original block
- evidence that amendments have been made to address the issues highlighted in the Standards Verifier report. There are usually two ways to address this:
 - ◇ re-assess the learner work in line with the Standards Verifier's decision. This should be in respect of the whole cohort and not just the learners sampled
 - ◇ replace or improve the learner work
- evidence samples from additional learners so that your Standards Verifier can check that standards are being reapplied consistently across your learners
- Samples from an additional unit to ensure that any feedback has been applied to across the programme and by assessment team as a whole.

Once your second sample has been reviewed, your Standards Verifier will submit a second report within 10 working days. Your Quality Nominee will receive an email to let them know the report is available to view at Edexcel Online.

9. Outcomes of your second sample

There are two possible outcomes of your second sample:

Report status	Outcome
Certification Release (2)	<p>Your Standards Verifier has agreed that you are now assessing learners to the national standard but may offer recommendations on how to improve on current practice. Your quality assurance procedures will also have been confirmed as adequate.</p> <p>This means certification is released for the academic year</p>
Remedial action required	<p>Your Standards Verifier still doesn't agree that you are assessing to national standards.</p> <p>At this point the Principal Standards Manager for the sector will meet with you to agree a remedial action plan. You'll need to complete the action plan before your Principal Standards Manager will release certification for the academic year</p>

10. Appealing the outcome of standards verification

We have a formal appeals process to address any concerns you may have about the outcome of the standards verification process.

Standards verification checklist

We've provided a simple checklist to give you a guide to good practice for standards verification.

Checklist

My Exams Officer has registered my learners on Edexcel Online and I have checked this for accuracy	
I have received notification of my Standards Verifier(s) contact details	
My Standards Verifier(s) has made their initial contact with me	
In preparation for standards verification, I have update my assessment plan	
Assignment briefs: These have been written and all have been internally verified	
We have agreed an internal verification schedule and I know which learners will be internally verified from each internal unit that we are delivering	
I have sent my Standards Verifier our assessment plan and they have selected the units for sampling. I am now ready to send the tracking information for the units	
<p>I have sent my Standards Verifier:</p> <ul style="list-style-type: none"> • Assessment plan • Assignment brief(s) • Evidence of Internal Verification • Tracking data • Learner evidence (this can be sent electronically) • Authentication Declaration for each learner • Sample Consent permission form • Assessment records for each learner including and resubmissions. • LIV declaration form 	

Sample sizes

Level 1 Introductory suite
Level 3 Nationals (2016)

Sample sizes for our legacy qualifications can be found on the Quality Assurance pages on our website

1. Level 3 Nationals (2016)

Below is a guide to what our Standards Verifier will require in terms of

Number of registrations	Number of learner-unit samples		Extra requirement at second
	Certificate, Extended Certificate	Foundation Diploma, Diploma, Ext Dip	All Qualification Sizes
1-249	1 units x 3 learners	3 units x 3 learners	+4 learners per affected unit &
250+	1 units x 6 learners	3 units x 6 learners	+1 further unit x 3 learners

2. Level 1 Introductory Suite

Below is a guide to what our Standards Verifier will require in terms of

Number of Sectors offered within a Centre	Core Units verified	Optional Units verified	Extra learners at second sample
1-3	1 unit x 4 learners (learners included from range of sectors offered)	1 unit x 4 learners	1 core x 4 learners and 1 extra optional unit from the same sector x 4 learners
4-6	1 unit x 4 learners (learners included from a range of sectors offered)	2 units x 4 learners	1 core x 4 learners and 1 extra optional unit from the same sector x 4 learners
7-9	1 unit x 4 learners (learners included from a range of sectors offered)	3 units x 4 learners	1 core x 4 learners and 1 extra optional unit from the same sector x 4 learners
10+	1 unit x 4 learners (learners included from a range of sectors offered)	4 units x 4 learners	1 core x 4 learners and 1 extra optional unit from the same sector x 4 learners

3. Further guidance

You can receive further guidance about standards verification and the process on our support pages on our website [here](#).

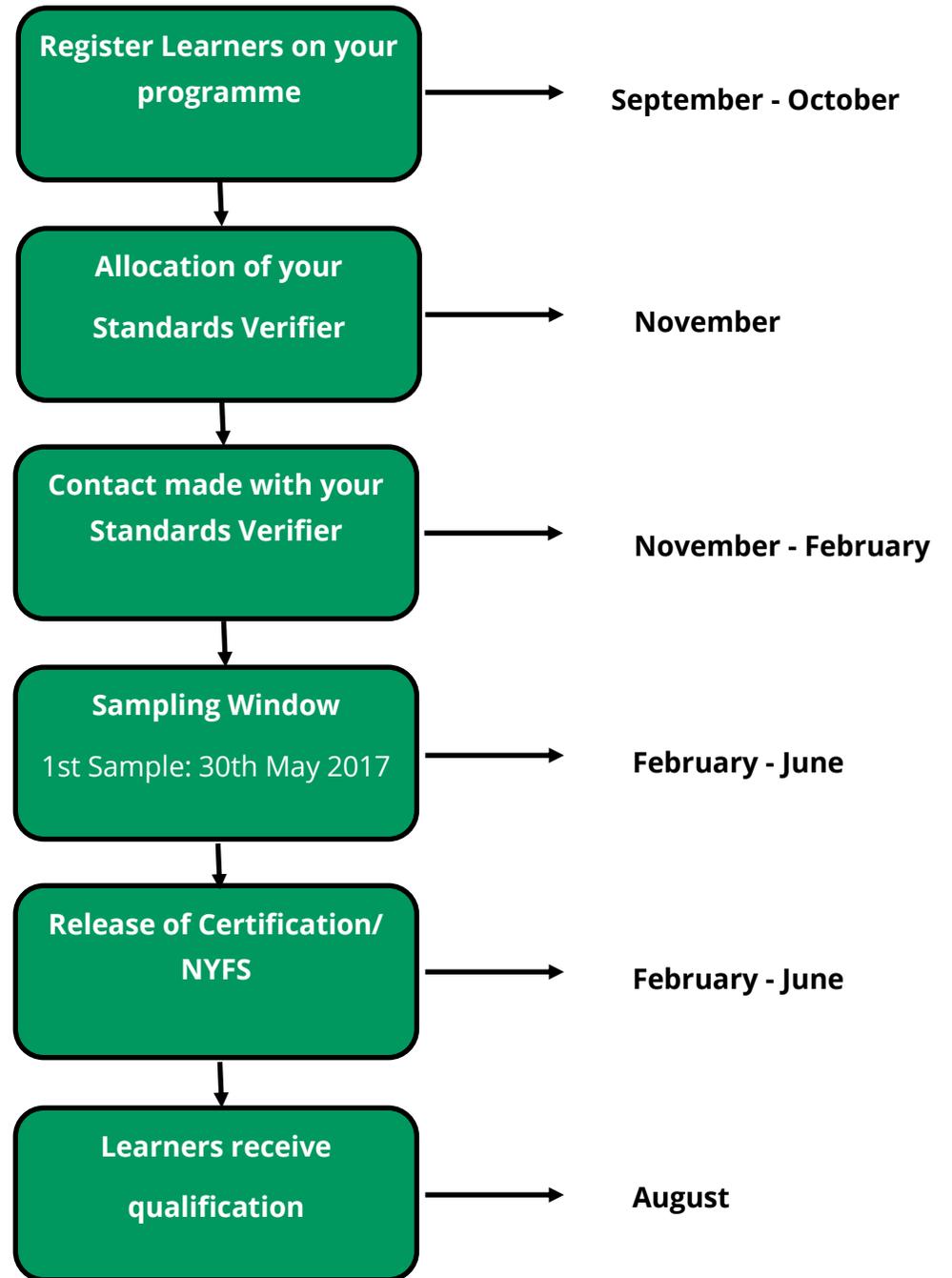
Alternatively if you require more support or have any questions you can contact the Vocational Qualifications Assessment team at:

btecdelivery@pearson.com

Timeline

We have tools to help LIVs and QNs plan their BTEC delivery [here](#).

QN's - make sure you sign up for our regular newsletter!



ALWAYS LEARNING