

# Planning for Internal Verification

BTEC





## Session Content

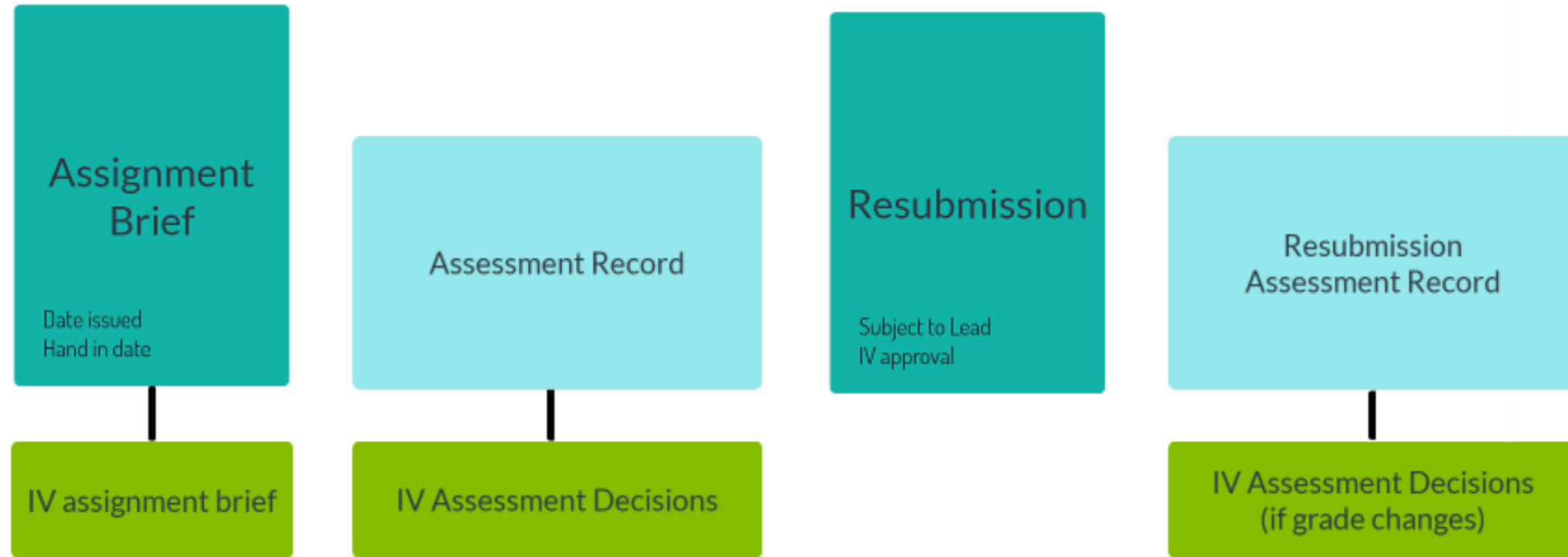
1. Internal Verification Overview
2. Assessment Plan
3. Internal Verification Plan



# Internal Verification Overview

- BTEC Level 1 Entry and Introductory Suite (from 2016)
- BTEC Level 1/2 Firsts
- BTEC Level 1/2 Tech Awards
- BTEC Level 2 and 3 Technicals
- BTEC 2010 (Legacy) Level 3 Nationals, Level 2, Level 1 and Entry Level
- BTEC RQF Level 3 Nationals

# Internal Verification Overview



# Internal Verification Overview

## **Certification**

The date of certification is the date that certificates are received by your centre.

## **BTEC Documentation to Retain**

Assessment plans

Assignment briefs

Assessment records (learner feedback)

Learner authentication records

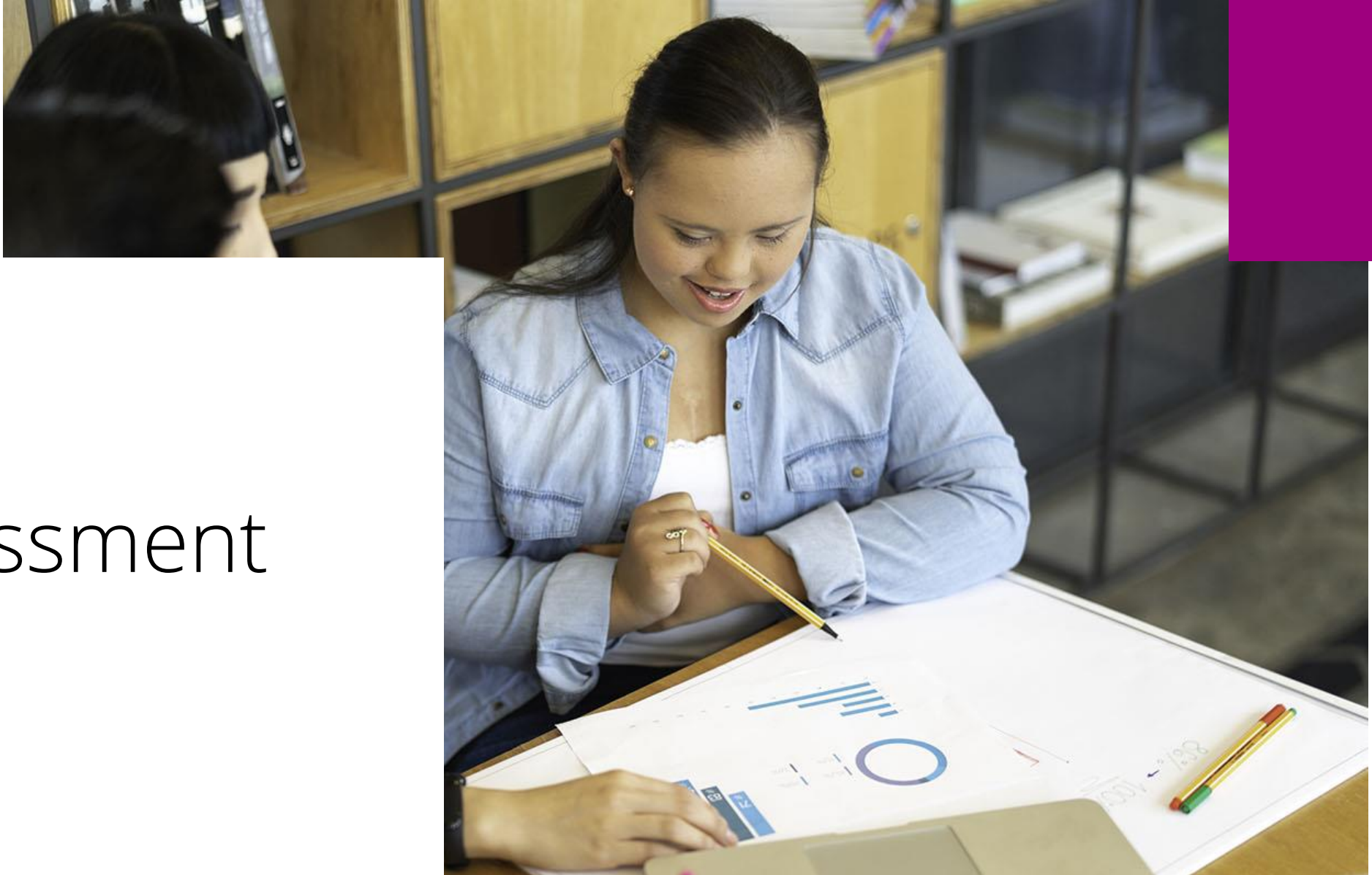
Internal verification records

Assessment tracking of learner achievement

**Must be retained for at least 3 years**



# Assessment Plan



## Activity 1, BTEC Assessment Plan example

Programme Title

BTEC Level 1/Level 2 First Award in Construction and the Built Environment (2020-2022)



Unit	Unit No & Title	Assignment Title	Targeted Learning Aim/s or Outcome/s	Internal Verification of Assignment Brief Date	Hand Out Date	Internal Assessment Hand in Date or External Assessment Date	Internal Verification of Assessment Decisions Date	Planned Resubmission Date*	Internal Verification of Resubmission Date	Assessor Name	Internal Verifier Name
YEAR 10											
1	Construction Technology	External Exam (paper-based exam - 1 Hour)	Learning Aims A - C		Jan/ June					Sally Smith	George Best
2	Construction and Design	The Scale of the Construction Industry	2A.P1, 2A.P2, 2A.M1, 2A.D1, 1A.1, 1A.2	12/2/2021	26/2/2021	12/3/2021	26/3/2021	9/4/2021	16/4/2021	Bo Green	Sally Smith
		Construction Design	2B.P3, 2B.P4, 2B.M2, 2B.D2, 2C.P5, 2C.P6, 2C.M3, 2C.M4, 2C.D3, 1B.3, 1B.4, 1C.5, 1C.6	19/4/2021	16/4/2021	30/4/2021	14/5/2021	28/5/2021	4/6/2021	Bo Green	Sally Smith
YEAR 11											
6	Exploring Carpentry and Joinery Principles and Techniques	Assignment 1: Preparing to work effectively with carpentry and joinery tools and equipment	2A.P1,2A.P2, 2A.M1, 2A.D1, 1A.1, 1A.2	24/9/2021	7/10/2021	22/10/2021	5/11/2021	19/11/2021	26/11/2021	Sally Smith	George Best
		Assignment 2: Produce a Timber Artefact	2B.P3, 2B.P4, 2B.P5, 2B.P6, 2B.M2, 2B.M3, 2B.D2, 2B.D3, 1B.3, 1B.4, 1B.5, 1B.6	11/11/2021	2/12/2021	17/12/2021	7/1/2022	21/1/2022	28/1/2022	Sally Smith	George Best
3	Scientific and Mathematical Applications for Construction	The Use of Science in Construction	1A.1, 1A.2, 2A.P1, 2A.P2, 2A.M1,	10/2/2022	24/2/2022	9/3/2022	30/3/2022	13/4/2022	20/4/2022	Sally Smith	George Best
		The Use of Mathematics in Construction	1B.3, 1B.4, 2B.P3, 2B.P4, 2B.M3, 2B.D2	6/4/2022	4/5/2022	18/5/2022	8/6/2022	22/6/2022	29/6/2022	Sally Smith	George Best
	Lead Internal Verifier Signature								Date	Updated: 16/12/21	

\* Lead Internal Verifier must authorise any resubmissions. The learner must have met the initial deadline (or an agreed extension deadline) and authenticated their work. The resubmission date must be within **25** working days of the learner receiving the results of assessment.

# Can you identify any errors within the IV planning?

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# Internal Verification Plan

Also referred to as an  
IV Schedule

**Internal Verification Plan (identify which specific learner's assessment decisions have been IV'd on tracking sheets)**

<b>Qualification</b>	BTEC Level 1/Level 2 First Extended Certificate in Construction and the Built Environment	<b>Assessor Names:</b>	Sally Smith, Bo Green
<b>Academic Year:</b>	2020-2022	<b>Internal Verifier Names:</b>	Sally Smith, George Best
<b>Lead IV Name:</b>	George Best	<b>Dates of Standardisation Meetings:</b>	24 August 2020 / 28 November 2020/ 15 February 2021 / 24 May 2021 27 August 2021 / 29 November 2021/ 17 February 2022 / 25 May 2022

[illegible]

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<b>Lead IV Name:</b>	George Best	<b>Dates of Standardisation Meetings:</b>	24 August 2020 / 28 November 2020/ 15 February 2021 / 24 May 2021 27 August 2021 / 29 November 2021/ 17 February 2022 / 25 May 2022

<b>Assessor Name</b>	<b>Internal Verifier Name</b>	<b>Unit 1</b>	<b>Unit 2</b>		<b>Unit 6</b>		<b>Unit 3</b>	
		<b>Assignment No</b>	<b>Assignment No</b>		<b>Assignment No</b>		<b>Assignment No</b>	
		<b>n/a</b>	<b>1 (x6)</b>	<b>2 (x6)</b>	<b>1 (x4)</b>	<b>2 (x4)</b>	<b>1 (x4)</b>	<b>2 (x4)</b>
		External Exam	IV (Y/N)	IV (Y/N)	IV (Y/N)	IV (Y/N)	IV (Y/N)	IV (Y/N)
Bo Green	<b>Sally Smith</b>	n/a	26/03/21	14/05/21				
Sally Smith	<b>George Best</b>	n/a			05/11/21	07/01/22	30/03/22	08/06/22

<b>Assessor Name</b>	<b>Sample Size for Assessment Decisions*</b>	<b>Rationale for assessment decisions sample size (take into account previous outcomes from internal and standards verification, experience of Assessor, if the qualification/unit is a new or has been delivered previously)</b>
Bo Green	6	Bo is an experienced assessor and internal verifier although new to assessing unit 2. IV sample will increase to reflect new delivery although the sample size may be reduced as the year progresses
Sally Smith	4	Sally is a very experienced assessor and internal verifier at all levels with at least 4 years delivering this programme. The standards verification process has provided positive feedback on Sally's internal verification with no actions from the SV.



Thank you