

Effective Internal Verification

Presented by the
Vocational Quality Assurance
Management team



Internal Verification Overview

Internal Verification – Planning

Assessment Plan

IV Plan

KEY

LIV

IV

Internal Verification – In Practice

IV Brief

Assessment
Record

IV Assessment
decisions

Resubmission

Lead IV approval

Resubmission
Assessment
Record

IV Assessment
decisions *(only
needed if grade
changes)*

BTEC Documentation

Assessment plans

Assignment briefs

Assessment records (learner feedback)

Internal verification documents

Tracking of learner achievement

Must be retained for at least 3 years

Internal Verification Templates

[BTEC forms and guides](#)

Internal Verification Assignment Brief

Programme Title:		
Assessor Name:		
Internal Verifier Name:		
Unit or Component Number and Title:		
Assignment title:		
Assessment criteria targeted by this assignment brief:		
Is this an Authorised Assignment Brief published by Pearson? If so, has it been amended by the Assessor in any way? Please give details. <small>(If using the Authorised Assignment Brief 'off the shelf' with no amendments, please answer the question marked * in the checklist only)</small>		
INTERNAL VERIFIER CHECKLIST		Y/N
Are the programme and unit details accurate?		
*Are clear deadlines for assessment given?		
Is the time frame of an appropriate duration?		
Is there a suitable vocational scenario or context?		
Are the assessment criteria to be addressed stated accurately?		
Does each task show which criteria are being addressed?		
Do the tasks meet the assessment requirements of the unit/s?		
Is it clear what evidence the learner needs to generate?		
Is it likely to generate evidence that is valid and sufficient?		
Overall, is the Assignment fit for purpose?		Yes No**
<small>**If 'No' is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before being issued to learners.</small>		
Action required: <small>(If none then please state n/a)</small>	Target Date for Completion	Date Action Completed
General Comments (if appropriate)		
Assignment Brief Authorised for Use:		
Internal Verifier signature	Date	
Assessor signature	Date	
Lead Internal Verifier signature <small>(if appropriate)</small>	Date	

Internal Verification – Assessment Decisions

Programme Title:			
Unit/Component Number and Title:			
Assessor Name:		Internal Verifier Name:	
Assignment title:			
Name of Learner <small>(If a larger sample is required, please add rows or use additional sheets)</small>	Submission Type <small>(First, Resubmission, Retake)</small>	List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade	Assessment Decision Accurate <small>(Y/N)</small>
		List the assessment and grading criteria where inaccurate decisions have been made	State <small>*If an inaccurate recommendation, Assessor action has</small>
INTERNAL VERIFIER CHECKLIST			
Has every learner and the Assessor confirmed the authenticity of the evidence? *			
Is there evidence of collusion or plagiarism?			
Does the assessment feedback to each learner:			
<ul style="list-style-type: none"> Link to relevant assessment criteria? Justify each assessment criterion awarded? Provide appropriate guidance to the learner without giving specific actions for improvement? 			
GENERAL COMMENTS (if appropriate)			
Any actions required must be reviewed across the whole cohort.			
Action Required		Target Date for Completion	Date Action Completed
I confirm that the assessment decisions are accurate, there is no evidence of assessment malpractice and any action points have been addressed and completed in respect of the whole cohort.			
Internal Verifier signature		Date	
Assessor signature		Date	
Lead Internal Verifier signature (if appropriate)		Date	
<small>* Electronic signatures are acceptable on all assessment and internal verification documentation if there is an audit trail to support its authenticity. This includes a scanned signature or the individual's centre based email address. A font style is not accepted. Please see the Centre Guide to Internal Verification for further details.</small>			



IV of the Assignment Brief

IV of Assignment Briefs



Timing

- At the start of the year
- Shortly before issuing the brief to learners



Resources Needed

- Unit specification
- Assignment brief/s
- Internal Verification of assignment brief form



Aim of Internal Verification

- Ensure the brief is fit for purpose annually
- Conducted by an IV or the LIV

Internal Verification Assignment Brief

Programme Title:		
Assessor Name:		
Internal Verifier Name:		
Unit or Component Number and Title:		
Assignment title:		
Assessment criteria targeted by this assignment brief:		
Is this an Authorised Assignment Brief published by Pearson? If so, has it been amended by the Assessor in any way? Please give details. <small>(If using the Authorised Assignment Brief 'off the shelf' with no amendments, please answer the question marked * in the checklist only)</small>		
INTERNAL VERIFIER CHECKLIST		Y/N
Are the programme and unit details accurate?		
*Are clear deadlines for assessment given?		
Is the time frame of an appropriate duration?		
Is there a suitable vocational scenario or context?		
Are the assessment criteria to be addressed stated accurately?		
Does each task show which criteria are being addressed?		
Do the tasks meet the assessment requirements of the unit/s?		
Is it clear what evidence the learner needs to generate?		
Is it likely to generate evidence that is valid and sufficient?		
Overall, is the Assignment fit for purpose?	Yes	No**
<small>**If 'No' is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before being issued to learners.</small>		
Action required: <small>(if none then please state n/a)</small>	Target Date for Completion	Date Action Completed
General Comments (if appropriate)		
Assignment Brief Authorised for Use:		
Internal Verifier signature		Date
Assessor signature		Date
Lead Internal Verifier signature <small>(if appropriate)</small>		Date

IV of Assignment Briefs

Programme Title:	BTEC Level 3 Extended Certificate in Health and Social Care
Assessor Name:	Mrs Halling
Internal Verifier Name:	Miss Smith
Unit or Component Number and Title:	Unit 5: Meeting Individual Care Needs
Assignment title:	Ethical Care
Assessment criteria targeted by this assignment brief:	5/A P1, P2, M1, M2, D1, 5/B P3, M3, 5/C P4, P5, M4, D2
Is this an Authorised Assignment Brief published by Pearson? If so, has it been amended by the Assessor in any way? Please give details. <i>(If using the Authorised Assignment Brief 'off the shelf' with no amendments, please answer the question marked * in the checklist only)</i>	Pearson Authorised Assignment Brief used. Scenario changed to add local context.

If used 'off the shelf' with no amendments = IV to check the hand-out and submission dates are appropriate **only**.

IV of Assignment Brief

INTERNAL VERIFIER CHECKLIST		Y/N
Are the programme and unit details accurate?		Y
*Are clear deadlines for assessment given?		Y
Is the time frame of an appropriate duration?		Y
Is there a suitable vocational scenario or context?		Y
Are the assessment criteria to be addressed stated accurately?		N
Does each task show which criteria are being addressed?		Y
Do the tasks meet the assessment requirements of the unit/s?		Y
Is it clear what evidence the learner needs to generate?		Y
Is it likely to generate evidence that is valid and sufficient?		Y
Overall, is the Assignment fit for purpose?	Yes	No** N
**If 'No' is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before being issued to learners.		

IV of Assignment Brief

Action required: <i>(If none then please state n/a)</i>		Target Date for Completion	Date Action Completed
Task 3 – Include the full wording of the assessment criteria targeted		10.01.24	05.01.24
General Comments (if appropriate)			
<p>Assignment has been submitted for IV in advance of planned issue date. Course details are accurate, and a suitable vocational scenario is been provided, that learners can relate to.</p> <p>In task 3, some of the assessment criteria targeted have not been included. Please review the specification and edit the brief. - Completed 05.01.24</p>			
Assignment Brief Authorised for Use:			
Internal Verifier signature	a.halling@aschool.com	Date	05.01.24
Assessor signature	p.smith@aschool.com	Date	05.01.24
Lead Internal Verifier signature (If appropriate)		Date	
<p>Electronic signatures are acceptable on all assessment and internal verification documentation if there is an audit trail to support its authenticity. This includes a scanned signature or the individual's centre based email address. A font style is not accepted. Please see the Centre Guide to Internal Verification for further details.</p>			

IV of Assessment Decisions



IV of Assessment Decisions

Internal Verification – Assessment Decisions

Programme Title: Unit/Component Number and Title: Assessor Name: Assignment title:		Internal Verifier Name:			
Name of Learner (if a larger sample is required, please add rows or use additional sheets)	Submission Type (First, Resubmission, Retake)	List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade	Assessment Decision Accurate (Y/N)	List the assessment and grading criteria where inaccurate decisions have been made	State why the assessment decision is inaccurate. <i>*If an inaccurate decision is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken before assessment decisions are issued to learners.</i>
INTERNAL VERIFIER CHECKLIST					Y/N
Has every learner and the Assessor confirmed the authenticity of the evidence? *					
Is there evidence of collusion or plagiarism?					
Does the assessment feedback to each learner:					
<ul style="list-style-type: none"> Link to relevant assessment criteria? Justify each assessment criterion awarded? Provide appropriate guidance to the learner without giving specific actions for improvement? 					
GENERAL COMMENTS (if appropriate)					
Any actions required must be reviewed across the whole cohort.					
Action Required				Target Date for Completion	Date Action Completed
I confirm that the assessment decisions are accurate, there is no evidence of assessment malpractice and any action points have been addressed and completed in respect of the whole cohort.					
Internal Verifier signature				Date	
Assessor signature				Date	
Lead Internal Verifier signature (if appropriate)				Date	
* Electronic signatures are acceptable on all assessment and internal verification documentation if there is an audit trail to support its authenticity. This includes a scanned signature or the individual's centre based email address. A font style is not accepted. Please see the Centre Guide to Internal Verification for further details.					



Timing

- Shortly after each assignment has been assessed and before learners receive feedback
- Do not delay IV until the end of the unit or year



Resources

- Unit specification
- Assignment brief/s
- Learner tracking document
- Learner work & assessment record
- IV form



Sample

- Every:
- Assessor
 - Unit
- Learner work from every:
- Assignment
 - Assessment site
- Not all learners need to have been IVd



Sample Size

- Risk-based approach
- All criteria (P, M & D)
 - Experience of Assessor
 - New programme
 - Size of cohort
 - Known issues

IV of Assessment Decisions

Internal Verification – Assessment Decisions

Programme Title:		BTEC Level 3 Extended Certificate in Health and Social Care			
Unit/Component Number and Title:		Unit 5: Meeting Individual Care Needs			
Assessor Name:		Mrs Halling	Internal Verifier Name:		Miss Smith
Assignment title:		Ethical Care			
Name of Learner (If a larger sample is required, please add rows or use additional sheets)	Submission Type (First, Resubmission, Retake)	List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade	Assessment Decision Accurate (Y/N)	List the assessment and grading criteria where inaccurate decisions have been made	State why the assessment decision is inaccurate. <i>*If an inaccurate decision is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken before assessment decisions are issued to learners.</i>

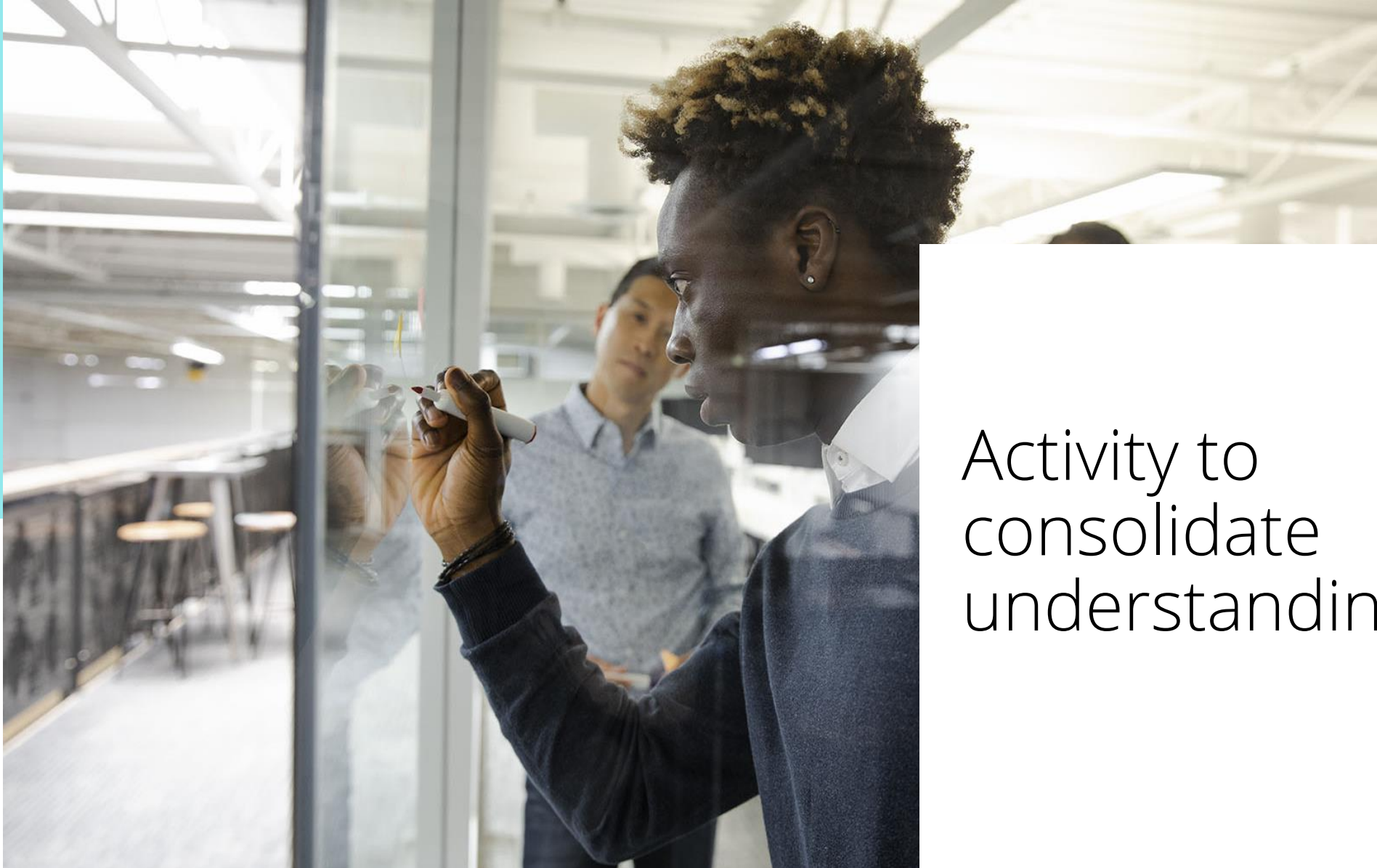
IV of Assessment Decisions

There is no need to IV resubmissions if there have been no issues with the Assessor's decisions at first submission and the grades have not improved.

Name of Learner (If a larger sample is required, please add rows or use additional sheets)	Submission Type (First, Resubmission, Retake)	List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade	Assessment Decision Accurate (Y/N)	List the assessment and grading criteria where inaccurate decisions have been made	State why the assessment decision is inaccurate. <i>*If an inaccurate decision is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken before assessment decisions are issued to learners.</i>
Jack Abbott	First	5/A P1, P2, M1, M2, 5/B P3, M3, 5/C P4, P5, M4	N	5/A D1 and 5/C D2	Learner has submitted evidence which has not been assessed against all the assessment criteria.
Kiera Langfield	First	5/A P1, P2, 5/B P3, 5/C P4, P5	Y		
Rosie King	First	5/A P1, P2, M1, M2, 5/B P3 , 5/C P4, P5	Y		
Rosie King	Resubmission	5/A P1, P2, M1, M2, 5/B P3. <u>M3</u> , 5/C P4, P5, <u>M4</u>	Y		

IV of Assessment Decisions

INTERNAL VERIFIER CHECKLIST		Y/N
Has every learner and the Assessor confirmed the authenticity of the evidence? *		Y
Is there evidence of collusion or plagiarism?		Y
Does the assessment feedback to each learner: <ul style="list-style-type: none"> Link to relevant assessment criteria? Justify each assessment criterion awarded? Provide appropriate guidance to the learner without giving specific actions for improvement? 		Yes, feedback links to the assessment criteria and how each was met. Appropriate and general feedback provided on criteria not met
GENERAL COMMENTS (if appropriate)		
<p>You have added excellent annotations throughout the learner work, which both praises them and identifies where you believe they have met the criteria. Your feedback comments are appropriate and in line with BTEC rules. I agree that Rosie has not given detailed enough examples to meet B.M3 and C.M4. A resubmission is authorised. Please review Jack's assessment. I believe he demonstrated good coverage of the higher criteria and there is evidence of reflective practice.</p> <p>Resubmission (19.04.24) – I agree Rosie has now achieved a Merit and following revisiting Jack's evidence, he has met the Distinction criteria</p>		
Any actions required must be reviewed across the whole cohort.		
Action Required	Target Date for Completion	Date Action Completed
Re-assess evidence submitted by Jack against A.D1 and C.D2	21.04.24	19.04.24
I confirm that the assessment decisions are accurate, there is no evidence of assessment malpractice and any action points have been addressed and completed in respect of the whole cohort.		
Internal Verifier signature	a.halling@aschool.com	Date 19.04.24
Assessor signature	p.smith@aschool.com	Date 19.04.24
Lead Internal Verifier signature (if appropriate)		Date
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Activity to
consolidate
understanding



Sources of Support and Information

Vocational Quality Assurance Management Team

Overview

Events

Resources

New to the role

Home > Support > Quality Nominees

Quality Nominees

The home of Quality Assurance

Here you will find everything you need to know about Vocational Quality Assurance across BTEC, Work-based Learning, Higher Nationals and Functional Skills.

Our web pages are designed to give you access to more content and link specifically to each quality assurance model. **Select the model below:**



BTEC
(Tech Awards, L2 and L3)



Work-based Learning
(inc. BTEC Entry and L1)



Higher Nationals



Functional Skills

Latest updates

Most popular

> [Exams administration](#)

> [BTEC Assessment and IV templates](#)

Need help?

Get in touch with your Pearson Quality Advisor.

> [Contact us](#)

Quality updates

Receive our monthly updates on quality assurance.

> [Subscribe](#)

Video guides

Our YouTube channel is reloaded with the latest videos.

> [Subscribe](#)

[Chat with an Expert](#)

The Home of Quality Assurance

Please Note: **Chat with an Expert** – quick link to make direct contact with our team

How to Contact Support Teams in Pearson

The **Pearson Support Portal** can be accessed [here](#).

Need help?

Get in touch with your Vocational Quality Assurance Manager (VQAM).

➤ [Contact us](#)

Tell us about your issue

*What kind of customer are you?

Teachers & Department Heads

Select a customer type

- Administrators (WBL)
- Assessor/Internal verifier (WBL)
- Exams Officers
- Pearson Associate
- Quality Nominees
- Students & Parents
- Teachers & Department Heads**
- Technical support staff

*Issue Type

Administration, Delivery & Assessment of Qualifications

*Category Type

Internal Assessment

*Subcategory Type

Feedback to Learners

*Qualification

Select Qualification

*Qualification Subject

Select Qualification Subject

*Describe the issue you're experiencing

Please provide all information relevant to your case.

Have attachments? You can add them at the end, once you have submitted the case.

Useful Links

We strongly recommend that you not only bookmark the links below but also have them uploaded to a central BTEC hub for your centre so all staff have easy access.

[BTEC Assessment and Verification Tools](#) (IV templates)
[The Home of Quality Assurance](#)

The following Centre Guides can be located on our [BTEC quality assurance webpage](#) in the *useful documents* section:

BTEC Centre Guide to Internal Assessment
BTEC Centre Guide to Internal Verification
BTEC Centre Guide for Lead Internal Verifiers
BTEC Centre Guide to Writing Assignments



Pearson