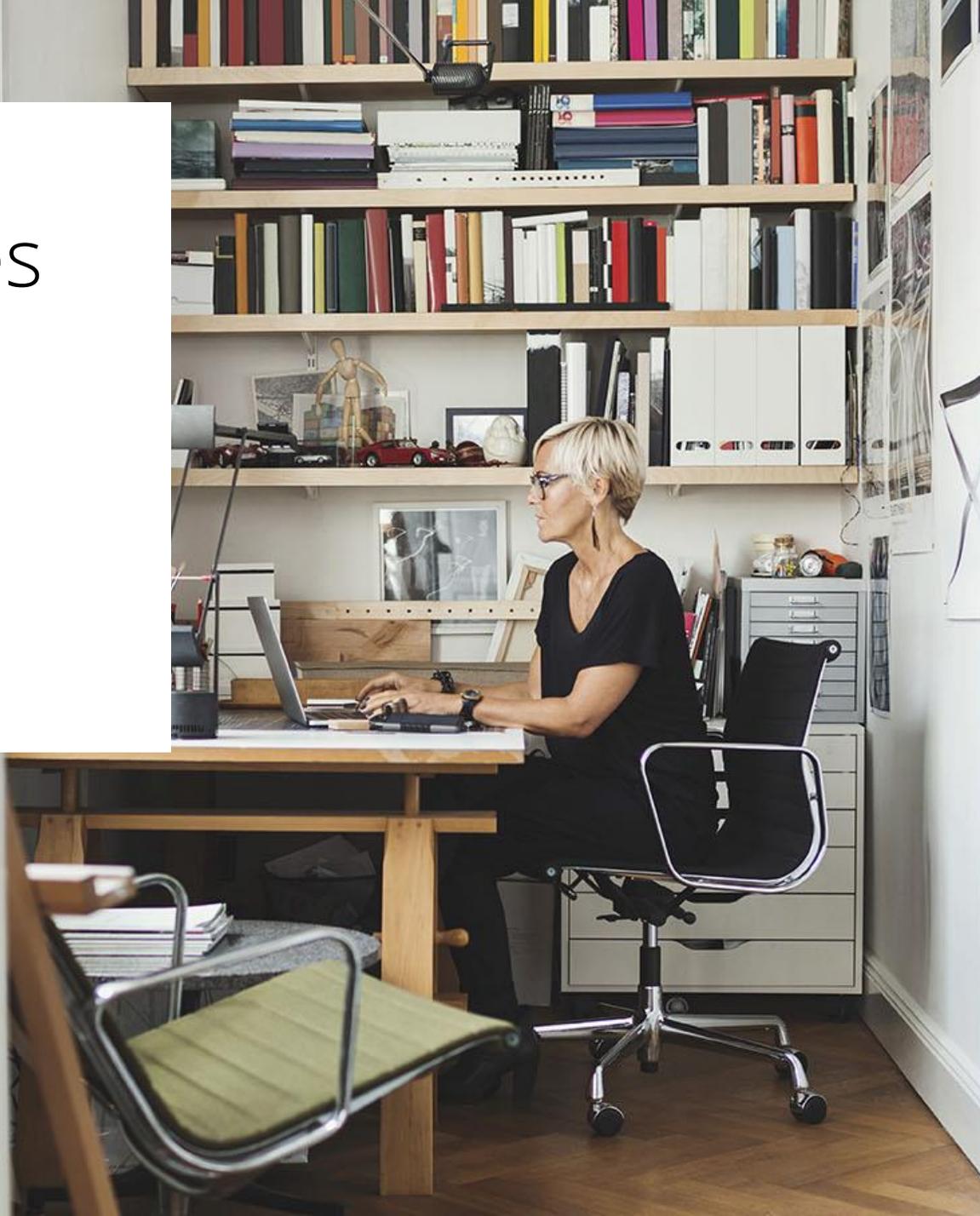
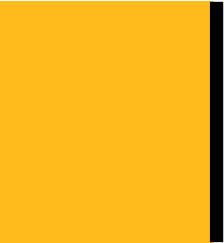


Roles and Responsibilities of the Internal Verifier

OnDemand event slides



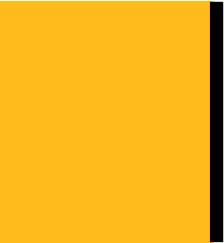


Content

1. Overview of the roles of the Internal Verifier
2. Responsibilities
 1. Standardisation
 2. IV planning
 3. IV – assignment briefs
 4. IV – assessment decisions
3. Activities

BTEC Roles and Responsibilities

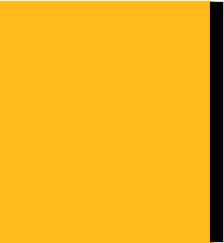
Head of Centre	Must Sign Terms and Conditions - assurance of overall compliance. Any changes must be notified in writing. Helpful to identify this role in Edexcel Online.
Quality Nominee	Our main point of contact for quality assurance - not just an administration job. Responsible for ensuring effective management of BTEC programmes. Expected to actively promote good practice within your centre.
Exams Officer	Our point of contact for administration at your centre. Key duties - accurate learner registration, exam entries and certification. Maintenance and control of centre Edexcel Online staff records.
Lead Internal Verifier	HIGHLY important role; ensuring compliance with all quality assurance processes for subject area e.g. submission and resubmission, assessments, internal and external verification.



Roles of the Internal Verifier

Critical role in BTEC delivery

- To competently make judgements on the effectiveness, validity and reliability of assignment briefs.
- To competently make judgements on the effectiveness, validity and reliability of assessment decisions.
- Standardisation
- Qualifications?
- FAQs



Responsibilities – Assignment Briefs

- Key point: all briefs must be internally verified **before** being issued to learners
- Resources
 - Unit/component specification
 - Assignment briefs
 - Internal verification record form
- Checks:
 - accurate unit/component details
 - clear deadlines and an appropriate timeframe
 - has a suitable vocational scenario or context

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. (If using the Authorised Assignment Brief 'off the shelf' with no amendments, please answer the question marked * in the checklist only)	

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 <input type="checkbox"/> No** <input type="checkbox"/>

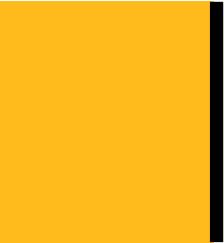
**If 'No' is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before being issued to learners.

Action required: (If none then please state n/a)	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 (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.

Responsibilities – Assessment Decisions

- Resources
 - the unit/component specification
 - the assignment brief/s
 - learner tracking documents (to select a range of achievement)
 - assessed learner work and accompanying assessment record
 - internal verification of assessment decisions form
- Assessment decisions - as a minimum, the following must be covered:
 - Every Assessor
 - Every unit/component
 - Learner work from every assignment
 - Learner work from every assessment site (for multi-site and consortia centres)
- [Assessment and Verification templates](#)



Internal Verification – Assessment Decisions

Checks:

- the assessment criteria
- the learner work against the assessment criteria
- coverage of the unit/component content in conjunction with the assessment guidance
- Feedback from the Assessor to the learner

(Please see on-demand CPD opportunity for more support.)

Resubmissions - Resubmissions only need to be internally verified if there is an improvement in the learner's grade.

Internal Verification – Assessment Decisions

Programme Title:					
Unit/Component Number and Title:					
Assessor Name:			Internal Verifier Name:		
Assignment title:					
Name of Learner <small>(If a large number is required, please add covers use postcard sheets)</small>	Submission Type <small>(Print, Resubmission, Repeat)</small>	List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade	Assessment Decisions Accurate (N/A)	List the assessment and grading criteria where inaccurate decisions have been made	State why the assessment decision is inaccurate. <small>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 also confirm that the action has been undertaken before assessment decisions are issued to learners.</small>
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)					

Author: VQAM
Approved: VQAM Lead

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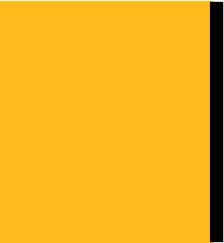
Any actions required must be reviewed across the whole cohort.

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 authenticity. This includes a scanned signature or the individual's genuine based email address. A font style is not accepted. Please see the Centre Guide to Internal Verification for further details.



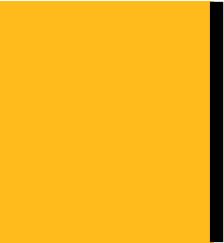
Feedback to the Assessor

Assignment Briefs

- General comments section to provide advice & guidance **if appropriate**
- Actions – clear using SMART principles & Assessor to complete and return to Internal Verifier for sign off
- Timing – completed before issue to learners

Assessment Decisions

- Any concerns, actions applied to the whole cohort
- Timing – should be shortly after assessment decisions made and before learners receive feedback
- Inaccuracies – corrected by the Assessor before feedback to learners



Activities

Now you have a chance to check your understanding using the activities attached to this presentation. Have a go and then check your answers – any questions, then please contact us via the [Customer Support Portal](#) and we will be happy to help.



Pearson