

BTEC Centre Guide to
Internal Verification
Entry to Level 3
2019/20

Introduction

This guide provides essential information for BTEC programme teams on the planning and implementation of the internal verification for BTEC qualifications.

What is internal verification?

Internal verification ensures that internally assessed units:

- have assignment briefs that are fit for purpose.
- are assessed accurately to national standards against the unit criteria.
- are consistently assessed and graded across the programme.

Internal verification is a necessary part of the BTEC programmes and is intended to be a supportive process. It is a key part of the quality assurance process in ensuring learners are assessed accurately to the national standard.

Key Points:

Assessors can not internally verify their own work whether this is an assignment or the assessment of learner work.

Remember – the Lead IV will organise the process and may be involved but they are not the only member of the team to undertake internal verification.

Which qualifications does this guide cover?

This guide covers BTEC qualifications from Level 1 to Level 3. This includes:

- 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 Level 3 Nationals, Level 2, Level 1 and Entry Level
- BTEC RQF Level 3 Nationals

BTEC qualifications accredited by SQA are not covered by this guide. For guidance on BTEC Security (SQA) qualifications please refer to the BTEC Security Centre Management Handbook.



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Internal Verification Best Practice

Internal verification can be undertaken in a number of ways, but it should be recognised and supported consistently across your centre.

The following are examples of best practice:

- A Lead Internal Verifier is in place to oversee quality assurance for that subject
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- There is a recognised team of Internal Verifiers, who meet regularly to ensure standardisation of procedures
- There is an internal verification policy which promotes a rigorous commitment to quality improvement
- A risk based approach is taken to planning internal verification
- Internal verification processes are agreed and published so that they are clearly understood by all members of delivery teams
- BTEC internal verification forms are standardised across the centre
- Internal verification schedules are drawn up to ensure timely implementation of the process
- All experienced Assessors are involved in the internal verification role
- Standardisation meetings are seen as pivotal to staff development
- The time required to carry out internal verification is acknowledged.
- The internal verification process should be monitored in the centre, by the Quality Nominee and for the subject area by the Lead Internal Verifier.



Full details on Lead Internal Verifiers can be found in the [Guide to BTEC Quality Assurance: Lead Internal Verifiers](#)

Standardisation

When a programme is delivered and assessed by more than one person, standardisation should be carried out before any formal assessment and internal verification has taken place. The standardisation process is to agree the standard of learner work by discussing and mutually assessing a sample of learner work to reach a consensus. This should be done with reference to the assessment criteria and assessment guidance provided by Pearson in the qualification specification.

Once agreement has been reached, the Assessors can then individually assess the work of their appointed learners, after which internal verification will take place.

Standardisation can also be used as a staff development tool and should be repeated at different points in the year as a refresher as well as at the start of the academic year, prior to assessment taking place. We provide standardisation materials for each principal subject area, which the Lead Internal Verifier can access via the OSCA site.

Retaining Documents

Internal verification documentation, along with the other BTEC assessment documentation should be stored securely for a **minimum of three years** after the date of certification, either physically or electronically. Learner work must be retained for a **minimum of 12 weeks** after the date of certification..

Certification

The date of certification is the date that certificates are actually received in centres.

BTEC Documentation

- Assessment plans
- Assignment briefs
- Assessment records (learner feedback)
- Internal verification documents
- Tracking of learner achievement

Internal verification of Assignment Briefs

Resources needed

- the unit/component specification
- the assignment brief
- internal verification of assignment brief form.

The Internal Verifier should check that the assignment brief:

- has accurate unit/component and programme details
- has clear deadlines and an appropriate timeframe for assessment
- has a suitable vocational scenario or context
- shows all relevant assessment criteria for the unit/component(s) covered in the assignment
- indicates relevant assessment criteria targeted by the assignment
- clearly states what evidence the learner needs to provide
- is likely to generate evidence which is appropriate and sufficient

If you plan to re-use an assignment from the previous academic year, you should check that dates and deadlines are updated and that the assignment is appropriate for the new group of learners. You will need to review assignments annually, prior to use, to ensure they remain fit for purpose and to make any improvements based on your experience of delivering and assessing them. This includes the completion of an internal verification record on an annual basis. Instances of plagiarism and malpractice can be reduced when the assessment format is changed annually

Key Point:

All assignment briefs must be internally verified before issue to learners.

Authorised Assignment Briefs

We are often asked how to apply the internal verification process to an Authorised Assignment Brief (AAB).

If the Authorised Assignment Brief is being used 'off the shelf' then it should be internally verified to check the dates and deadlines are appropriate only.

If changes have been made to the scenario or the tasks then these will need to be fully internally verified.

myBTEC and our internal verification template provides the opportunity for you to identify when an Authorised Assignment Brief has been used and to comment on any changes made to it.

Giving feedback to the Assessor

Internal Verifiers should use the general comments section on the form to provide advice and guidance to the Assessor **if appropriate**. Any actions identified must be detailed by the Internal Verifier in the actions required section. Internal Verifiers should make any actions clear, using SMART principles.

If an action is identified by the Internal Verifier, the Assessor must complete this and return it to the Internal Verifier for sign off prior to an Assignment being issued to learners.

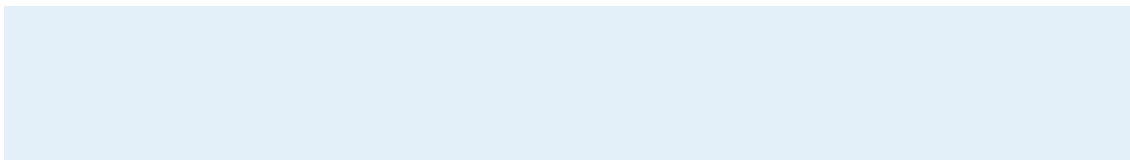
Timing

Assignment briefs must be internally verified, with any issues addressed, before being distributed to learners.

Assignments from other sources

There may be occasions where assignments may be used which have come either from published material or from other centres. These assignments still need to be internally verified to ensure that they match the specification that you are registering learners on, that the assignments are appropriate for your learners and that you have the resources to deliver them.

An internal verification template can be found on the [BTEC Assessment Tools and Verification](#) webpage.



Pearson
Authorised
Assignment Brief
as published

The Internal Verifier must ensure that hand out dates and submission deadlines are appropriate.

Adapted Pearson
Authorised Assignment
Brief to suit the needs
of your learners

The Internal Verifier must ensure that any amendments are fit for purpose

Your centre's own
assignment briefs

The Internal Verifier must ensure the full assignment brief is fit for purpose.

Helpful Tip: Our Assignment Checking Service:

You can also submit assignments to an expert at our [Assignment Checking Service](#) who will help make sure you have understood and applied the relevant assessment requirements and provide useful feedback. You can submit assignments for 2 units per programmes.

Please note: This is a free support service and is not a replacement for internal verification, nor does it remove the need for standards verification. All assignment briefs must be internally verified.

Internal verification of assessment decisions

Resources needed

- the unit/component specification
- the assignment brief
- learner tracking documents (to select a range of achievement)
- assessed learner work and accompanying assessment record
- internal verification of assessment decisions form for individual or multiple learners.

The internal verification sample

During the course of the programme, sampling from Assessors must cover the following as a minimum:

- every Assessor
- every unit/component
- work from every assignment
- every assessment site (for multi-site and consortia centres).

There is not a requirement that all learners must have been internally verified during the lifetime of a programme.

There is no prescribed sample size but a well-constructed sample should consider the following and use a risk-based approach:

- the full range of assessment decisions made: pass, merit, distinction criteria, and not yet achieved, should all be included in the sample if possible
- the experience of the Assessor: new or inexperienced Assessors should have more work internally verified than an experienced Assessor
- new BTEC programmes: when a unit/component or programme is first introduced, the sample should be increased
- the size of the group of learners
- known issues with internal verification or standards verification identified previously

Top Tips

We are often asked questions such as “how much internal verification do we need to do” or “what percentage of work needs to be internally verified”.

There isn't a definitive answer to such questions – there are many factors that need to be taken into account when considering what needs to be internally verified.

Lead Internal Verifiers should ensure that a suitable internal verification process is completed which is based on risk. This will ensure support is provided to colleagues who need it.

We recommend that all BTEC programmes have an internal verification plan at the start of the course/unit to identify an appropriate sample size. This will be based on risk factors such as:

- standards verification feedback about the unit/component or Assessor in previous years
- Assessor experience
- whether the unit/component has been delivered before
- any significant changes to the delivery of the unit/component

Internal verification plans are simply this – plans. We know that things are subject to change so teams may need to reflect on the sample once delivery and assessments have commenced.

As a Lead IV or Internal Verifier, you will become aware of a range of issues that may need to be taken into account when it actually comes to selecting an internal verification sample such as:

- grades awarded by assessors
- learner feedback
- staff issues such as absence or role changes
- feedback obtained from other Pearson quality assurance processes
- other stakeholder feedback e.g. OFSTED, parents, colleagues at other centres etc.

Once assessment has taken place, you may choose to change the number of learners sampled for internal verification. For example, if the group has been awarded high grades you may choose to increase the number of learners sampled at this grade. You need to identify learners after assessment has taken place, rather than before.

The internal verification of assessment decisions process

The Internal Verifier reviews the Assessor's judgements against the learning aim, unit/component content, assessment criteria and assessment guidance as published in the qualification specification. This will include checking:

- the assessment criteria - this represents the national standard and all BTEC learners are measured against it.
- the learner work against the assessment criteria and judge whether it has been assessed accurately.
- coverage of the unit/component content in conjunction with the assessment guidance to see if the Assessor has taken this into account. It is not a requirement of the specification that all of the content is assessed. However, the indicative content will need to be covered in a programme of learning in order for learners to be able to meet the standard determined in the assessment and grading criteria.
- the feedback from Assessor to learner is accurate and linked to the assessment criteria and that the level of feedback provided to the learner is appropriate.


Top Tips

- Feedback should show which criteria have been achieved and which have not, giving clear reasons so that the learner can improve in future
- Feedback should not give specific instruction on improving the work for a higher grade before any resubmission opportunity.
 - Where learners have achieved the higher grade criteria it is not necessary to give full feedback on the lower criteria achieved by default. Eg, if D3 is achieved there does not need to be detailed feedback on the M3 and P3 criteria that flow into this.

Following internal verification, if there are any assessment concerns, feedback should be provided to the Assessor with any actions **applied to the whole cohort** and not just the sampled learners.

Timing

For internal verification of assessment decisions to take place, learner work must have been formally assessed. Internal verification must take place shortly after the assessment decisions have been made and before learners receive confirmation of their achievement and feedback. If any inaccuracies are identified by the



Internal Verifier, these can be corrected by the Assessor before results are made available to learners.

Internally verifying resubmissions

If a request for a resubmission is made and providing there have been no issues with the Assessor's decisions at the first submission stage, then the resubmission does not need to be internally verified if the learner's grade has not improved. The Lead Internal Verifier should however check the decisions if the learner's grade has shown improvement to safeguard against any potential malpractice issues.

Similarly, if the first submissions from learners show only pass criteria achievement and higher grade criteria are awarded for the resubmission work then a sample of the resubmissions must be internally verified to ensure that the award of the higher grade criteria is accurate as this would not have been seen in the internal verification of the first submissions.

Other essential guidance

BTEC qualification specification

The specification for each BTEC qualification is the document that programme leaders and teams should use as their first point of reference for all planning and assessment. Specifications are accompanied by important assessment and delivery guidance which provide instructions and advice for each unit in the qualification. All BTEC specifications are freely available on the [BTEC website](#)

Centre Guide to BTEC Quality Assurance

Pearson use quality assurance to check that all centres are working to national standards. It gives us the opportunity to identify and provide support where it is needed in order to safeguard certification. It also allows us to recognise and support good practice. Every year we publish an updated guide to BTEC Quality Assurance to explain the process for the upcoming academic year.

Forms and templates

We publish a range of useful [forms and templates](#) for you to use in your centre. These forms are **not mandatory**, but we would recommend that you use them to assist and support you throughout the programme.

They include:

- Assessment plan
- Assignment brief
- Internal verification of assignment briefs
- Internal verification of assessment decisions
- Record of Activity
- Learner declaration
- Lead Internal Verifier declaration



Further support

The [Assignment Checking Service](#)

You should also consider our policies on assessment, which can be found on the [Policies Page](#)

If you do have a question please contact
BTEC Assessment or Vocational Quality Advisors using:

[The Pearson Contact Portal](#)

In addition you will find further information on the

[Quality Nominee Support Hub](#)