

**BTEC Level 1  
Introductory  
Qualifications  
Centre Guide to  
Standards  
Verification  
2018-2019**

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## Introduction

Welcome to the guide to standards verification for all our BTEC Level 1 Introductory qualifications. This guide provides you with the information you need to be prepared for this process in 2018-2019.

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're here to help

If you need more information or support at any stage, please do contact the BTEC Assessment Team at: [btecdelivery@pearson.com](mailto:btecdelivery@pearson.com) and the Vocational Quality Advisors at: [qualitynominees@pearson.com](mailto:qualitynominees@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. Further guidance on the process can be found [here](#).

Standards verification is how we check that you are operating appropriate quality assurance and maintaining national standards. For our BTEC Level 1 Introductory qualifications this is carried out annually.

This document provides more information on the process and offers support to help you prepare for the delivery of, and standards verification of, our BTEC Level 1 Introductory qualifications.

### **Step 2: Read this guide**

This guide provides you with the additional information you need to undertake standards verification for our BTEC Level 1 Introductory qualification.

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

### **Step 3: Read the internal assessment section in the relevant BTEC specification**

You also need to read any specific instructions in the BTEC Level 1 Introductory 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 to conduct sampling of Assignment Briefs 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.

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.

Please note that due to the nature of the qualification, you will be allocated a separate Standards Verifier for the BTEC Level 1 introductory qualification who will verify across the sectors delivered.

### Roles with responsibilities

It is important that you have a 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 our BTEC Level 1 Introductory qualifications. 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

It is important that your examinations officer registers any learners on your programmes before the end of October 2018 to enable a timely allocation of a Standards Verifier. We will then begin allocating Standards Verifiers to all centres with registrations from November. Once programmes have been allocated we will let the Quality Nominee of your centre know and the Standards Verifier will get in touch to ask for details for the Lead Internal Verifier for the qualification.

### Lead Internal Verifier

The Lead IV for the Introductory Level 1 qualification registers across the suite and not as individual sectors, one Lead IV is registered for Introductory Level 1 for each centre. This person acts as the point of accountability for the quality assurance of these programmes.

The Lead Internal Verifier should;

- Register as Lead IV via the OSCA system, accessed through Edexcel Online
- Undertake annual standardisation by accessing the annual standardisation materials available via the OSCA system and work through these with your team
- Support assessment and internal verification within your centre

## 2. Arranging the sample

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

- who is assessing each unit 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.

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 sampling to take place in time for your learners to undertake any actions that may be required before the end of their final term. 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 31 May 2019. Any further sampling must be completed by 30 June 2019. This is to ensure that learners completing in the current academic year will have a result on results day.

**Your Standards Verifier is there to support you through the process, so please talk to them if you have any concerns!**

### 3. Sampling explained

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

In line with your internal verification schedule, Standards Verifiers will need to select internally verified learners as part of the sample so you should indicate which learners have been internally verified on the assessment tracking document. Please note that it is not a requirement that all learners selected for the sample need to have been 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 also
- sample a further unit(s) from the affected subject area or core units to ensure that any feedback has been applied across the programme and by the 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(s) selected for sampling.

### 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.
- the Lead Internal Verifier declaration

### 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.

## 5. Completing sampling

If you are delivering 6 sectors of the BTEC Level 1 Introductory Qualification or less standards verification will be carried out remotely and you'll need to send your sample to the Standards Verifier. You can do this electronically or you can use our courier service to send copies of the evidence. **Please do not send us the originals of the work.**

### Instructions for sending BTEC samples via Parcelforce

We have an account with Parcelforce that you can use, free of charge, for sending standards verification samples.

If you are delivering 7 sectors of the BTEC Level 1 Introductory Qualification or more standards verification will be carried out by a visit to your centre by the Standards Verifier

## 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.

## 7. Outcomes of your first sample

There are two possible outcomes of your first sample:

### Certification release

You've provided a full sample and your Standards Verifier has confirmed you've got 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

You've provided a full sample but your Standards Verifier **doesn't 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.

## 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
- samples from an additional unit in the affected sector(s) - ( in this case, the Core units must be seen as a sector) to ensure that any feedback has been applied across the programme and by the 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:

### **Certification Release (2)**

Your Standards Verifier has **agreed that you're 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.

This means **certification is released for the academic year.**

### **Remedial Action Required**

Your Standards Verifier **still doesn't agree that you're assessing to national standards.**

At this point, a Principal Standards Manager will meet with you to agree a remedial action plan. You'll need to complete the action plan before the Principal Standards Manager will release certification for the academic year.

# Standards verification Checklist

We've provided a simple checklist to support you with the standards verification process.

Checklist	✓
My Exams Officer has registered my learners on Edexcel Online and I have checked this for accuracy	
One Lead Internal Verifier registered per centre to oversee all Level 1 Introductory programmes delivered in the centre	
Standardisation exercise completed by all Assessors and Internal Verifiers	
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 updated my <b>assessment plan</b>	
Assignment briefs: These have been written and all have been internally verified	
We have agreed an internal verification schedule and I know which Assessors and internal units will be internally verified.	
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"> <li>• Assessment plan</li> <li>• Assignment brief(s)</li> <li>• Evidence of Internal Verification</li> <li>• Tracking data</li> <li>• Learner evidence</li> <li>• Authentication Declaration for each learner</li> <li>• Sample Consent permission form</li> </ul> <p>Assessment records for each learner including and resubmissions LIV declaration form <i>All documents and learner evidence can be sent to your Standards Verifier electronically.</i></p>	

# Sample sizes for BTEC Level 1 Introductory qualification

Please note that due to the nature of the qualification, you will be allocated a separate Standards Verifier for the BTEC Level 1 introductory qualification who will verify across the sectors delivered.

Below is a guide to what our Standards Verifier will require in terms of units that are to be sampled:

<b>Number of Sectors offered within a centre</b>	<b>Core Units verified</b>	<b>Optional Units verified</b>	<b>Second Sample requirements</b>
1-3	1 unit x 4 learners (learners included from range of sectors offered)	1 unit x 4 learners	1 additional unit x 4 learners from the affected sector(s)
4-6	1 unit x 4 learners (learners included from range of sectors offered)	2 units x 4 learners	1 additional unit x 4 learners from the affected sector(s)
7-9	1 unit x 4 learners (learners included from range of sectors offered)	3 units x 4 learners	1 additional unit x 4 learners from the affected sector(s)
10+	1 unit x 4 learners (learners included from range of sectors offered)	4 units x 4 learners	1 additional unit x 4 learners from the affected sector(s)

## Sampling detail

- The sample size will be the same regardless of whether your centre is delivering the Certificate size of the qualification or the Diploma size.
- The sample size will be doubled when either the cohort size exceeds 100 **OR** where a sector has more than 50 learners registered. The sample size is only ever doubled once.
- One Core Unit is sampled, regardless of the number of sectors offered overall. The learners selected for sampling from the Core Unit should be from a range of sectors offered.
- The sector with the largest number of learners registered is usually verified initially, with a view to all Sectors being sampled over time.

## Second Sampling detail

- If you are required to submit a second sample then the affected unit and an additional unit from that Sector must be sampled. (Please note – in this case the Core Unit must be seen as a Sector)
- For further details please see Section 8: Submitting a Second Sample

## Timeline

