



# Lead Internal Verifier

As Quality Nominee you have oversight of the Quality Assurance processes within your centre but we know that you are not going to be an expert in all subject areas. Having Lead Internal Verifiers within each subject area allows the quality process to be implemented across all areas, with you in overall control.

To support the quality processes we publish a range of BTEC Quality Assurance Guides every year which provide the full details of each process for the coming academic year. Each process has a separate guide published on our [Quality Nominee Support Hub](#). These will be useful for your Lead Internal Verifiers as well.

## Who should be the Lead Internal Verifier?

The Lead Internal Verifier should ideally be a teacher/ lecturer/ assessor from the relevant subject area so that they hold some subject knowledge in that area. However the person should also ideally be a member of staff with BTEC experience – in particular experience of the internal verification of assignments briefs and learner work.

Some centres prefer to use the Programme Leader/ Curriculum Manager (or equivalent) since there is a certain element of oversight attached to the role.

Of course these scenarios may not work for you and so you may choose, for example, an experienced member of staff from another team to act as Lead IV for a new team. The PQA Team is always available for advice if you need it.

Key point – all programmes must have a Lead IV registered.

## What happens if there is only one member of staff?

In a small centre many subjects might be delivered by a single person and in these cases that person can register as the Lead IV so that we have a point of contact with that subject area, even though the process might have to look a little different. The internal verification process here will involve a member of staff from another department (or even from another centre). The alternative is to use an experienced member of staff from another department as described above.

## How do they become Lead Internal Verifier?

Once logged into Edexcel Online the person selects OSCA and then from their own profile they can register as Lead IV by using the drop down boxes. You can do this from your Quality Nominee view on their behalf by selecting their name from the list of all of your staff, but remember each Lead IV will need access to the OSCA page provided by your Exams Officer in their EOL account profile.

Each Lead IV should then download the materials on the Standardisation materials tab – noting that NQF/RQF Lead IVs have to go into the Induction materials tab first and follow the instructions there.

The materials should be used to hold a centre led standardisation meeting involving all of the delivery team for that programme. Note it is good practice to keep a record of that meeting.

Following the standardisation meeting the NQF/RQF Lead IVs should return to their registration page and tick the box to confirm that this has been undertaken.

### What does the Lead Internal Verifier do?

- Share information about standards with other internal verifiers and assessors to ensure that assessment across the centre is to national standards
- Support the development of assessors and internal verifiers by using the practice exercises available online or standardisation materials
- Ensure that there is an agreed assessment and verification strategy, which is fit for purpose and meets current requirements and ensure this is carried out effectively
- Agree and sign off an assessment plan for all cohorts from the start of the programme, which is fit for purpose and meets regulatory requirements
- Support assessment and internal verification within the centre throughout the programme with the aid of the internal verification plan
- Oversee internal verification activity for the programme and ensure that it is consistently applied
  - Sample verification and assessment across the qualifications for which you have responsibility and ensure that there is a suitable plan of activity.
  - Where requested, authorise a maximum of one opportunity for any learner to resubmit work for internally assessed units following summative assessment, if requested and applicable.
  - Ensure that assessment and verification plans are made available to your Standards Verifier on request
  - Ensure that records of assessment and verification and current learner work are available for scrutiny by Pearson on request
  - Liaise with your Standards Verifier to ensure that appropriate samples of assessed and internally verified learner work are available for sampling
  - Sign the Lead Internal Verifier Declaration to confirm that samples sent for standards verification are complete, accurate and authentic.

### Common Myths

*The Lead IV does all of the internal verification* – No they only sample it, unless team size means that have to participate

*The Lead IV does no internal verification* – No they sample the IV activity or take part in the process if required by size of team.

*There can only be one Lead IV in each subject* – There is one lead IV for a subject area for QCF but for NQF there can be a Lead IV per course. (This can be the same person or as many different ones as suit your requirements)

*A person can only be Lead IV for one thing at a time* – A person can be Lead IV for as many things as are relevant to their role.

### Support

[Quality Nominee Support Hub](#)

[Pearson Support Portal](#)