

Introduction

Online standardisation ensures that Lead Internal Verifiers understand the standards and processes which we expect to be maintained in all BTEC centres.

LEAD INTERNAL VERIFIER

In preparation for online standardisation you should have already:

- registered on OSCA as the Lead Internal Verifier for your Principal Subject Area **at the highest level that your centre offers** (please note that only one Internal Verifier should be registered to cover all the programme groups within the Principal Subject Area)
- read and understood the practice materials from previous years for this programme group.

You should only attempt online standardisation once you have registered learners on your programme(s). Failure to complete online standardisation will delay certification of your learners.

Online Standardisation exercise

The online standardisation exercise is made up of two units which cover 28 questions in total. Each unit contains 14 questions split into two sections:

Unit 1 Assignment Brief

- Section A: The Assignment Brief (standards & design) (12 questions)
- Section B: Internal verification of Assignment Brief (2 questions)

Unit 2 Learner Work

- Section C: Standard of learner work (10 questions)
- Section D: Assessor and Internal Verifier activity (4 questions)

You must attempt all questions in **both** units. You will need to input your answers online on OSCA before the close of the window. Your answers will be marked automatically after the close of the window and the outcome of the online standardisation will be emailed to you on the 'RESULTS RELEASED' date.

You only have one attempt at the online standardisation exercise in any given academic year (1st September - 31st August)

Step 1: Read the guidance

You should read and re-read the *Essential Guidance* document in the practice standardisation materials from previous years, found on the OSCA pages before attempting this online standardisation exercise. Allow yourself up to 5 hours to complete online standardisation, although some people will take less time.

Step 2: Download the online standardisation exercise

The standardisation exercise will only be made available once the window has opened at the advertised date and time. You should download the whole online standardisation exercise at the earliest opportunity to ensure that you complete the exercise in plenty of time. It is advisable to print off documents to work with. Occasionally some exercises may require you to view a video clip or listen to a sound clip so you should ensure that you have the software to enable you to do this.

DO NOT share the online standardisation exercises with colleagues or with Lead Internal Verifiers from other centres.

Step 3: Familiarise yourself with the format of the exercise, the units and questions being asked

Ensure that you are familiar with the format of the online standardisation exercise. The online standardisation exercise is split into two parts. The first part of the exercise focuses on assessment plans, the assignment brief(s) and the internal verification of these assignment briefs. The second part is made up of learner work with questions based around assessment decisions and the internal verification of these assessment decisions.

Please also familiarise yourself with the units that the standardisation exercises target (the learning outcomes, assessment criteria, unit content and assessment guidance). The relevant unit specification will be provided within the OSCA materials. They are included at the back of the pack.

Next, familiarise yourself with the standardisation exercise thoroughly before attempting the Questions for Lead IVs. You should then look specifically at the questions being asked. Some of these require you to answer 'yes' or 'no', whilst others ask you to select the best fit statement from a number of options. Space has been included on the question pages to allow you to make notes as to how you reached your decision.

Step 4: Make your judgements

You are being assessed on your own decisions. You are not being asked to find the judgements recorded by the Assessor or Internal Verifier in the exercise, as these may or may not be correct. You are also asked to make judgements about how the centre has conducted assessment and/or internal verification in respect of Pearson requirements. You should make your judgements as you would within your centre; do not set unrealistic expectations.

Step 5: Input your answers

You may then start to input your decisions online.

Once you have entered an answer in any part of the online standardisation exercise you will be considered to have attempted online standardisation during the window.

You may return to your inputted decisions as often as you like and change your answers within the window. Please be sure to save your changes/answers at least every 10 minutes.

You may take as long as you wish within the window, over as many sessions as you require. However, we recommend that you try to complete the exercise in no more than 2-3 sessions, and avoid taking an unnecessarily long time on what should be a relatively short task.

Step 6: Answer all the questions before the window closes

Continue to complete the whole of the online standardisation exercise in the same way. OSCA will indicate your progress in the window.

- Red status indicates you have not started that part of the standardisation exercise.
- Amber status indicates you have started but not completed that part of the exercise.
- Green status indicates you have completed and submitted that part of the exercise.

You will receive email reminders, but you must complete all parts of the standardisation exercise by the given date and time that the window closes.

Please note that there are a number of reminders that are sent out throughout the OSCA window reminding anyone who is registered and due to complete the exercise, to log into OSCA and complete the Online Standardisation Exercise. If you receive one of these email reminders/notifications, and are satisfied that you have completed and submitted the exercise, please ignore the email reminder.

Also **please note** that when you access the questions for OSCA, if you are attempting the C+D questions, you must click next twice in order to view the questions as the first two tabs will only prompt you to section and A+B.

Step 7: Results

On the 'RESULTS RELEASED' date, the Senior Standards Verifier Commentary will be released on OSCA and you will be advised of your accreditation status.

There are two possible outcomes:

- accredited
- accredited, subject to standards verification.

Accredited

You are accredited for the current academic year and a further three years, subject to you:

- remaining in post
- reinstating your accreditation by re-registering each year
- receiving a positive outcome from any confirmation sampling.

Accredited, subject to standards verification

You can still be fully accredited and the next stage of this process is for us to allocate a Standards Verifier to support you and ensure that certification can be released for your Principal Subject Area. They will contact your Quality Nominee to arrange sampling. If, following sampling, the Standards Verifier is confident that national standards have been maintained then you will be granted full accredited status for the current year, plus three years. You will not be required to attempt online standardisation again this year.

QUALITY OF MATERIALS

The online standardisation materials are based on genuine practice in BTEC centres. Amendments have been made to the content of the original documentation for standardisation purposes, to highlight potential pitfalls or issues. As such, it can be expected that they should show aspects of both good and bad practice. However, it should not be assumed that they are the only way of meeting Pearson requirements or that they could not be developed further; they simply represent one way in which a centre could approach the units and it is expected that approaches to assessing similar units may vary between centres.