

Introduction

Standardisation ensures that centre Lead Internal Verifiers (Lead IVs) understand the standards and processes which Pearson expects to be maintained in all BTEC centres. Assessment rules and practices are standardised across BTEC Firsts and Nationals on the QCF and the NQF. These OSCA materials demonstrate these current rules and ensure that centres and centre's Lead Internal Verifiers (Lead IVs) understand the standards and processes which Pearson expects to be maintained in all BTEC centres.

You can find further guidance on the assessment rules here:

[Guide to Internal Assessment](#)

These standardisation materials are for use in your centre to support you in your role as Lead IV and your assessment team to understand the National Standards.

Question papers should be answered independently in the first instance and then reviewed together as a team.

LEAD INTERNAL VERIFIER

In preparation for standardisation you should have already:

- registered on OSCA as the Lead IV for your Principal Subject Area **at the highest level that your centre offers** (please note that only one Lead IV should be registered to cover all the programme groups within the Principal Subject Area)
- You can still access last year's standardisation materials but these will be activities to discuss together with your team.

You should visit Edexcel Online and check the box to register that you have completed standardisation to national standards for the year on your programme(s). Failure to complete online standardisation will delay the standards verification process.

Standardisation Exercise

The 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 should attempt all questions in **both** units and discuss your results in your centre. Once this is completed you can judge your responses against the Senior Standards Verifier Commentary published alongside the standardisation documentation. We advise you should attempt the standardisation in the following way:

Step 1: Select the appropriate standardisation materials for use at your centre.

It is recommended that you select the standardisation material that is the most appropriate and helpful for your centre. You may be asked by your SV which material you chose to access and why it was the most appropriate.

Allow yourself up to 5 hours to complete standardisation, although some people may take less time. Allow time for assessors to complete the exercise on their own and build in time to share responses before accessing the commentaries and reflecting on action points and areas for development.

Step 2: Download the 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 standardisation exercise at the earliest opportunity to ensure that you complete the exercise ahead of assessing your learners. 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 standardisation exercises with colleagues 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 standardisation exercise. The standardisation exercise is split into two parts. The first part of the exercise focuses on assessment plans, on the assignment briefs and the internal verification of these 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 aims, 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 and attempt 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: Discuss your answers

You may then start to discuss your answers in your team.

You may take as long as you wish within your centre to discuss your findings with each other 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: Compare your answers with SSV Commentaries

Use the published commentaries to judge the answers you gave in your centre. Discuss areas for further development in your teams and keep the commentaries to refer to through ongoing assessment of learners on the course. You may be asked by your SV to comment on key action points you identified at standardisation or how you ensured all assessors were working at a similar level.

Step 7: Record your standardisation result

Once the session has been completed, make sure to visit Edexcel Online and check the box to register that you have completed standardisation to national standards for the year. Remember, if the box remains unchecked, your Standards Verifier cannot start sampling to release certification.

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.