6. How to go about internal verification in myBTEC

Step-by-step process

How to IV review assignments in myBTEC

**Step 1** – When the Assessor is ready for you as Internal Verifier to review an assignment brief you will receive an email and a task in your task list.

**Step 2** – Click on the link in the email or in the task, provided you are logged into myBTEC you will go straight to the IV form. You can see the assignment brief on the next tab.
Step 3 – At the top of the form there are 4 options, these options determine how many checks myBTEC can automate vs which you still need to undertake.

Step 4 – You can then complete the IV review. Choose ‘Yes’ or ‘No’ for each point and provide constructive comments.

Step 5 – When you have completed your feedback click ‘Complete Sampling’ and the Assessor will be notified of your feedback. You can approve or reject the assignment. Once confirmed you will not be able to edit your form again.

Step 6 – If you reject the assignment then the assessor can amend it and resend it to you. In this case myBTEC will issue you with a second task to complete a follow-up comments box, to confirm if the assignment is now suitable to be used, and resubmit the form.
How to IV sample marking

Once an Assessor has completed marking all the learners in an assessment, the selected Internal Verifier will receive an email and a task in their task list.

**Step 1** – Click on the link in the email or in the task, provided you are logged into myBTEC you will go straight to the IV sampling form.

**Step 2** – You can see the assessment record sheets on the next tab.

**Step 3** – Select the learner that you would like to sample first

**Step 4** – Complete the form as you normally would, myBTEC will choose your final outcome based on your decisions above. Do **NOT** click ‘Complete sampling’.

**Step 5** – Select the next learner that you would like to sample, and repeat! You will see that the first learner’s status has changed to show that you have sampled them.
**Step 6** – When you have completed all learners click ‘Complete sampling’. You will be prompted to confirm that you have completed sampling. Once confirmed you should not need to edit your forms.

**Step 7** – When you have completed your feedback click ‘Complete sampling’ and the Assessor will be notified of your feedback. You can approve or reject the assessment.

**Step 8** – If you reject the marking for any learner then the assessor will be asked to reassess and then myBTEC will issue a new task to you to confirm that the feedback can be issued.

If you approve the marking then the progress tracker will update with any learner unit achievement, and the assessor will be notified that they can export and issue the assessment record sheets to the learners.

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**Previous steps**

1. How to find your way around
2. How to claim a role
3. How to create a course
4. How to create an assignment
5. How to create assessment plans

**Next Steps**

7. How to use the tracking grid
8. How to mark
9. How to find out what qualifications are available