**Godolphin School – BTEC Internal Verification Policy**



* To ensure there is an accredited Lead Internal Verifier in each principal subject area
* To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
* To ensure that the Internal Verification procedure is open, fair and free from bias
* To ensure that there is accurate and detailed recording of Internal Verification decisions.

**In order to do this, the centre will ensure that:**

* where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area, is registered with Pearson and has undergone the necessary standardisation processes
* each Lead Internal Verifier oversees effective Internal Verification systems in their subject area
* staff are briefed and trained in the requirements for current Internal Verification procedures
* effective Internal Verification roles are defined, maintained and supported
* Internal Verification is promoted as a developmental process between staff
* standardised Internal Verification documentation is provided and used
* all centre assessment instruments are verified as fit for purpose
* an annual Internal Verification schedule, linked to assessment plans, is in place
* an appropriately structured sample of assessment from all programmes, units, sites and Assessors is Internally Verified, to ensure centre programmes conform to national standards
* secure records of all Internal Verification activity are maintained
* the outcome of Internal Verification is used to enhance future assessment practice.

**Procedures**

* Staff briefing: all Assessors, Lead Internal Verifiers and Internal Verifiers require regular briefing on BTEC processes
* Verification schedules: annually agreed to cover all Assessors, units and assignments. Schedules should be drawn up at the beginning of the programme and monitored through the year
* Internal Verification of assignments: carried out before use to ensure that they are fit for purpose, and that any recommendations are acted upon. Documented records of effective internal verification must be kept
* Internal Verification of assessment decisions: must verify a sufficient sample of Assessor grading decisions to ensure accuracy. Assessors do not internally verify their own work. Assessor feedback and support should be given
* Internal Verification records: must be correctly maintained and kept securely for 3 years after certification. We recommend that you use our standard templates for Internal Verification available on our website
* Standards Verification: you should have in place monitoring and review procedures for Standards Verification outcomes. Procedures are required to deal with unsuccessful standards verification samples.

This policy will be reviewed every 12 months by Quality Nominee – George Budd

Last reviewed – September 2017