



BTEC Assessment & Internal Verification Policy

Date: September 2023

Reviewed: November 2024

This policy has been written to ensure that the BTEC verification process is consistent throughout EOTAS Swindon as an exam centre.

Internal Verification (IV) is the system of quality checks made in the centre to ensure that assignment briefs have been written correctly, follow the Assessment Plan and that assessment decisions are accurate.

All assessors must write an assignment brief and ensure that they are following the dates on the Assessment Plan. Assessors are able to use Pearson Briefs but must ensure that they personalise it for their course, with dates, names of assessor and Lead IV, resources and task list appropriate for our students. All briefs must be verified by Lead Internal Verifier, as stated on the Assessment Plan, before they are given to the students.

The Quality Nominee is responsible for checking that Internal Verification, Assessment Plans, Registration and Standardisation are being completed within each subject area.

- It is a recorded discussion between two professionals (Lead Internal Verifier and Assessor) to ensure accuracy, fairness, consistency and quality of assessment. It does not involve the learner.
- Internal Verification covers every unit, every assessor, every method of assessment and every level of learner over the life of the programme.
- All EOTAS Swindon BTEC programmes are assessed by centre-devised assignments, with a vocational scenario, but staff are advised to use Pearson assignment briefs where appropriate.
- Assessment decisions are totally in the hands of EOTAS Swindon centre staff.
- Internal Verification of Assignment Brief checks that the standards set by the awarding body are being maintained. This must be completed before the brief is given to the students.
- All the assignment briefs or assessment tools used in every unit must be checked.
- A sample of assessment decisions made for every unit must be checked.
- The sample should ensure that:
 - The range of assessment decisions made is covered
 - The experience of the assessor is taken into account when setting the sample size
 - The sample size is sufficient to assure the accuracy of the assessment decisions for the whole group.
- The process must be planned and documented.
- Lead Internal Verifiers must agree which students will be subject to IV for each unit at the start of the course. This must be stored in online folder for access by Quality Nominee and Exams Officer. These documents should be available to QN and EO by 1st November of each school year.
- Every assignment brief must be internally verified before it is given to the learners.

Assessment and Verification

- Assignments should be issued when learners are ready to undertake the work independently.
- A sample of assessment decisions should be internally verified before the work is returned to learners. (A minimum of 5 students per unit).

- The team of Internal Verifiers will meet with Lead IV and ensure standardisation of procedures regularly.
- Verification needs to be shortly after assessment in order that the students get feedback quickly and are able to provide additional evidence if required – the maximum time for marking an assessment is 2 school weeks and verification another 2 school weeks....students should wait a maximum of 4 weeks for their marks for submissions of assignments
- Verification should not be reciprocal assessment. Verification procedures should be followed – work in units should be sampled not remarked, verifiers should check evidence matches criteria and the correct grading has been applied. Feedback should be given to assessors to ensure that quality is maintained.
- Where there are concerns about assessors this should be referred to the Quality Nominee. Extra training for assessment for BTEC courses should be addressed by the centre in order to maintain standards.

Recording Assessment Grades and Learner Tracking

- The Assessor is responsible for tracking the students' grades. The initial grade must be entered on a tracking sheet and stored in the online folder which is available to Lead IV, Quality Nominee and Exams Officer.

Planning

At EOTAS Swindon the assessment and verification calendar will be set at the first BTEC whole team meeting at the start of each academic year. Minutes of this must be taken and logged. BTEC centre meetings will be set at the start of the school year and be on the school calendar. Attendance at these meeting is compulsory for lead verifiers and BTEC subject leaders (if different).

The first BTEC subject meeting will identify the assessment briefs for monitoring and tracking for the Academic year ahead. Minutes of this must be taken logged (copied to the Quality Nominee) and details sent to the programme administrator to add to the centre data base. Assessments must cover samples from all assessors, all units and all learner and all methods of assessment.

Sample size will be dependent on the level of experience of the assessor. Level of experience will be decided by discussion with the centre Quality nominee (Anne Johnson) and will be dependent on a range of factors, including level of experience assessing on BTEC courses, specific BTEC training, in house training, having passed OSCA and leading the standardisation exercise each year .

At departmental level all records will be kept using the BTEC official paperwork which is in EOTAS Swindon staff resources.

At centre level all student details will be kept on the BTEC verification database by the EOTAS Swindon Exams Officer.

All learner work must be kept for a minimum of 12 weeks after certification (Christmas following results is recommended) and all Assessment records must be kept securely, and for three years after certification.

Lead Internal Verifiers

Lead Internal Verifiers are responsible for ensuring that they are registered for the correct course and at the correct level. This will be checked and 'exported' by Lead IV before the deadline each year to ensure that we have Lead IVs registered for each programme.

- ▶ Lead IVs are also responsible for downloading the standardisation activities and completing them with their assessors for that qualification. This document must then be signed and dated by all assessors for that qualification and kept by Lead IV for evidence during Standards Verification.
 - The Lead IV must then 'tick the box' on Edexcel Online to confirm that they have completed the standardisation exercise with all assessors.
 - Lead IVs are also responsible for keeping copies of documentation associated with their course including: Standardisation and Moderation Activities: Student Tracking Sheets, Student IV Schedule, IV of Assignment Briefs, IV of Assessment Decisions and creating and updating the Assessment Plan for each year group and class registered for their subject.
 - It is the responsibility of the Lead IV to write an Assessment Plan for each cohort in July of the previous year.
 - These Assessment Plans should be sent to the Exams Officer so that they can 'track' when each unit should be completed and final marks should be sent to the Exams Officer after resubmissions to be entered online by Exams Officer when completed.

Quality Nominee

- It is the responsibility of the Quality Nominee to check that there is a Lead IV registered for each course and that standardisation activities have been completed and boxes 'ticked'. This should be completed by the end of November of each academic year.
- It is the responsibility of the Quality Nominee to check that each programme has Assessment Plans, Assignment Briefs, Learner IV Schedule and Tracking Sheets. Initially in November and again at regular points throughout the year.

Standards Verification

- The Standards Verifier will make initial contact with the centre via the Quality Nominee.
- The Quality Nominee will send the contact to the relevant Lead IV within EOTAS Swindon and the Lead IV will make contact.
- The Lead IV is responsible for the documents sent to SV – initially the Assessment and Learner IV schedule and Assignment Briefs. Later the work for verification.
- The Quality Nominee receives the report from Standards Verifier and will forward this to the Lead Internal Verifier, highlighting required actions, or suggestions made.