

# SCALBY SCHOOL

## BTEC Verification and Assessment Policy

### HISTORY OF DOCUMENT

Issue No.	Author	Date Written	Approved by Governors	Comments
1	A. Wappat	November 2010	2.2.11	
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### Context of Policy

Outlined in this document is the organisation for Internal Verification (IV) and Lead Verification (LV) procedures (Verification Criteria sheets are attached in the appendices).

A review of the Internal Verification procedures will take place at the end of each year to ensure that they are effective and robust.

### 1. Internal Verification

Internal verification is in place to ensure that assessment is accurate, consistent, current, timely, valid, and authentic and to BTEC standards.

- 2.1. That the assessment activities are fit for purpose.
- 2.2. To quality assure all the assessment of all BTEC programmes delivered by Scalby School.
- 2.3. To be part of an audit trail of learner achievement records.
- 2.4. To provide feedback to inform centre quality improvement.

### 2. Roles

- 3.1. **Programme Leader:** Responsible for managing programme delivery and assessment of the learners, to ensure coverage of all units and grading criteria.
- 3.2. **Assessor:** Responsible for carrying out assessment to national standards. The assessor provides feedback to learners; assures the authenticity of learner work; records and tracks achievement. This is usual the teacher for the class.
- 3.3. **Quality Nominee (QN):** The QN ensures that Centre IV and standardisation processes operate, and acts as the centre coordinator for National Standards Sampling (NSS) between Edexcel and course teams. The QN ensures NSS reports are monitored and any remedial work carried out.

- 3.4. **Internal Verifier (IV):** A teacher able to verify assessor decisions, and validate assignments. The IV records findings, gives assessor feedback, and oversees remedial action.
- 3.5. **Lead Verifier (LV):** The LV verifies the quality of the Centre's assessment and internal verification.

### **3. Internal Verification of the course:**

**New Courses:** If the course is new to the curriculum area and members of the delivery team, it will be internally be verified by the Lead Verifier and the Quality Nominee to ensure quality assurance. This will occur initially when members of the delivery team have marked their first piece of coursework and then on one other occasion in each unit area. The Quality Nominee will also on occasions observe lessons to ensure that delivery is appropriate and in-line with the guidelines of the course.

### **4. Internal Verification of Assignment Briefs:**

All Scalby School devised assignment briefs must be internally verified, prior to issue to the learner. This is to verify the brief is fit for purpose:

- 5.1. Ensuring the tasks and evidence will allow the learner to address the targeted criteria
- 5.2. Is written in a clear and accessible language
- 5.3. Learners' roles and tasks are vocationally relevant and appropriate to the level of the qualification
- 5.4. Equal opportunities are incorporated.

Internal verification of the assignments is carried out by a staff member who is familiar with BTEC assessment and has subject knowledge of the programme area. Internal verification should be reported and recorded. If action is required, the assessor should complete this and return it to the Internal Verifier for sign off. Once the brief is verified as fit for purpose, it may be issued to the learners.

### **5. Lead Verification**

The Lead Verifier is responsible for verifying the quality of the Centre's assessment and internal verification within each Principal Subject Area (PSA).

The Lead Verifiers will:

- 6.1. ensure an effective IV system is adopted across all PSAs
- 6.2. maintain an auditable recorded IV system
- 6.3. ensure all assessors/internal verifiers are trained, supported, standardised and follow an effective and consistent IV system
- 6.4. implement an appropriate IV monitoring process
- 6.5. ensure IV systems and procedures are rigorous.