

ST BERNARD'S HIGH SCHOOL
A Catholic Academy for Arts and Science



BTEC INTERNAL VERIFICATION POLICY

This policy is reviewed annually to ensure compliance with current regulations

Reviewed by:	K Brown
Checked by:	M Allitt
Date of next review	January 2024



Aim:

1. To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level - Level 3)
2. To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
3. To ensure that the Internal Verification procedure is open, fair and free from bias
4. To ensure that there is accurate and detailed recording of Internal Verification decisions.

In order to do this, St Bernard's High School will ensure:

- Where required by the qualification, appoint a Lead Internal Verifier is appropriately 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.

Centre Specific Procedures:

- IV schedules – dates to be completed on MyBTEC by October half term
- LIV registration – to be completed each September
- OSCA accreditation / standardisation activities – to be completed by mid October
- Staff briefing / annual updating – Assistant Headteacher (Curriculum) will keep staff briefed on any updates; staff delivering all BTEC qualifications will
- IV of assignments – to be completed according to the assessment plans in place on MyBTEC
- IV of assessment decisions – to be completed according to the assessment plans in place on MyBTEC
- Maintenance of IV records – All IV records to be passed to Assistant Headteacher (Curriculum) for checking once each round of IV has occurred for each assessment in each subject



- Standards verification (Entry to L3) / External Examination (L4-7) monitoring and review – all IV to be completed ready for external verification; external IV should approve the internal IV processes and awards

Personnel involved

AHT Curriculum – Quality Nominee – HJB

Applied Science – Lead IV – TW2

Health and Social Care – Lead IV – HJB

Information Technology – Lead IV - LCD

Links

Links to key Pearson and /or centre documents that may be helpful for staff when reading or using the policy & procedures. A few are already listed that may be useful.

It is important that this document links to the BTEC Guide to Internal Verification and other key documents related to IV , such as:

[BTEC Centre Guide to Internal Verification \(pearson.com\)](#)

[btec-centre-guide-to-internal-verification.pdf \(pearson.com\)](#) - found on Pearsons website, however, nothing seems updated for 2023

[BTEC Centre Guide to Standards Verification](#)

[BTEC forms and guides | Pearson qualifications](#)

[BTEC Centre Guide to Internal Verification \(pearson.com\)](#)

[Quick-Guide-to-BTEC-Lead-internal-verifier.pdf \(pearson.com\)](#)

