

Owned by	Principal
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Procedure 3.6 Internal verification

1 Purpose of internal verification (Pearson BTEC and CTH programmes)

Internal verification ensures that assessment is accurate, consistent, current, timely, valid, authentic and to awarding organisation standards. It also ensures that assessment instruments/assignment briefs are fit for purpose and provides feedback which informs quality improvement

1.1 Pearson/BTEC programmes

The Academy is responsible for the internal verification of all assessments for Pearson (BTEC) programmes. BTEC assessments are prepared, verified and marked by the Academy and moderated by the Pearson external examiner.

2 Expectations

- the chosen assessment instruments and assessment guidelines are valid and applied consistently by all assessors for the same qualification across all candidates
- arrangements are effective for the safe storage of internal assessment materials
- access to assessment materials is effectively managed
- the final assessment decisions made by assessors are accurate, reliable and recorded
- steps are taken to minimise the risk of plagiarism
- assessment evidence is the candidate's own work

- the effectiveness of the assessment and internal verification system is monitored and reviewed
- any changes required by Pearson are implemented

3 The internal verification process: an overview

- The assessors decide how they are going to assess the candidates. For example, if candidates are required to demonstrate competence in a practical skill, then a practical exercise would be designed.
- The internal verifier confirms that the assessments are valid and that the assessment specification and marking schedule are appropriate. This will be done by discussion at internal verification meetings and recorded in minutes.
- Assessment is carried out using internally verified materials which the internal verifier has checked.
- The assessors evaluate the candidate's evidence to ensure that it meets requirements of the qualification. Agreed marking schedules should be used.
- The internal verifier confirms that assessors are marking consistently, applying the standards defined for the Unit. He or she usually does this by sampling the work of the assessor.
- Assessment records, materials and evidence are retained in line with Pearson/BTEC requirements.

Guidance documents from Pearson which relate to requirements and exemplars of good professional practice are maintained in the Pearson/BTEC Centre Management File.

4 Internal verification procedures

It is important that internal verification procedures are consistent across the whole Academy and the following procedures are applied:

- an internal verification plan should be drawn up for each unit
- assessment briefs and preliminary papers should be scrutinised to ensure they meet Pearson standards and are reliable, valid and secure
- all assessment briefs must internally verified before being distributed to students

- Student work should be sampled regularly using a valid sample size that follows Pearson Centre Guidance. Currently, where the number of registered students is less than 8, all are sampled; if there are 9-100 students, the sample size is 9; thereafter, for each additional 100 students, a further 9 are to be sampled.
- the internally verified pieces of work should be signed by both assessor and internal verifier
- the Academy checklists and forms specific to the Pearson HN programmes, and based on the Pearson Template should be used and retained as evidence for external verification and appeals (see forms 3.7.1 and 3.7.2)
- all evidence should be retained securely in accordance with Pearson regulations after the student leaves the Academy

5 Responsibilities

5.1 Pearson/BTEC Co-ordinator

- develops and implements improvements to quality assurance systems
- liaises with Pearson
- arranges for the training of internal verifiers and assessors
- coordinates the operation of the internal verification system
- arranges for the induction of candidates
- coordinates external verification activity on behalf of the Academy
- coordinates appeals

5.2 Programme Coordinator

- operates systems to standardise assessment and ensure that the work of all assessors is sampled over a defined period
- monitors consistency of assessment records
- supports assessors by offering guidance and advice, particularly in the case of new or inexperienced assessors. [The work of these assessors should be sampled more often].
- prepares a plan for internal verification
- decides on the methodology/ mechanisms to be used
- samples assessment materials
- liaises with external verifiers and Pearson/BTEC coordinator
- coordinates meetings of assessors
- produces records of internal verification for external verification and as evidence for appeals

5.3 Assessor

- contributes to the design and review of assessment materials
- plans the assessment process with the programme coordinators and candidate
- assesses evidence against the Pearson standards and makes judgements
- completes the assessment records
- liaises with other assessors and the internal verifier and participates in internal and external verification

6 Internal verification records

6.1 Internal verification schedule

- a list of the units for which the assessors have responsibility
- a list of the assessors with whom the internal verifier liaises

6.2 Records relating to the design of assessment

- record of comments made about the assessments
- the source of each individual question used

6.3 Records relating to the delivery of assessment

- notes of meetings with assessors
- confirmation that assessment complies with the unit standards

6.4 Records relating to the review of the assessment

- feedback from the external verifier, assessors and candidates
- changes made to the assessments in the light of feedback

(Forms 3.7.1 and 3.7.2 are provided as an appendix to this procedure)

7 Internal verification methods

The programme coordinator is responsible for working with his/ her department to ensure that verification can take place smoothly. In terms of the actual mechanisms used for internal verification, there are many options. These may include:

- checklists; these are particularly useful when relying on observation or conducting interviews or role plays

- model solutions and suggested answers; for use when any assessment has been carried out
- discussions about assessment; it may be necessary to discuss levels of performance for particular candidates
- cross-assessing/ block marking; it is sometimes useful for assessors to agree standards by marking each others' work
- a bank of material; assessments which have already been agreed.

3.7.1

INTERNAL VERIFICATION – ASSIGNMENT BRIEF			
Programme title	Pearson BTEC HNC Certificate in Hospitality Management L4 (RQF)		
Assessors		Internal Verifier	
Unit			
Assignment title			
Is this assignment an authorised assignment brief published by Pearson?			
If yes, has it been amended by the centre in any way? Please give details.			
INTERNAL VERIFIER CHECKLIST		Comments	
Is this assignment for Whole or Part of a unit?			
Are accurate programme details shown?			
Are accurate unit details shown?			
Are clear deadlines for assessment given?			
Are the assessment and grading criteria to be addressed listed?			
Are these criteria actually addressed by the task(s)?			
Is it clear what evidence the learner needs to generate?			
Are the activities appropriate?			

Is there a scenario or vocational context?		
Is the language and presentation appropriate?		
Is the timescale for the assignment appropriate?		
Overall, is the assignment fit for purpose?		
*If 'No' is recorded and the Internal Verifier recommends remedial action before the brief is issued, the Assessor and the Internal Verifier should confirm that the action has been undertake.		
INTERNAL VERIFIER FEED-FORWARD:		
Assignment Brief author(s)		Date
Assessors' signatures		Date
Internal Verifier signature		Date
Lead Internal Verifier signature (if required)		Date

3.7.2

INTERNAL VERIFICATION – ASSESSMENT DECISIONS

List which assessment criteria the Assessor has awarded.	Fail	Pass	Merit	Distinction
INTERNAL VERIFIER CHECKLIST		Comments		
Do the assessment criteria awarded match those targeted by the assignment brief?	Y/N			
If applicable, has the award of a merit/distinction grade been justified by the assessor?				
Has the work been assessed accurately?	Y/N			
Is the feedback to the student: <ul style="list-style-type: none"> • Constructive? • Linked to relevant assessment criteria? • Identifying opportunities for improved performance? • Agreeing actions? 	Y/N			
Does the assessment decision need amending?	Y/N			
Internal Verifier signature			Date	
Lead Internal Verifier signature (if required)			Date	

Confirm action completed			
Remedial action taken			
Assessor signature			Date

Internal Verifier signature		Date	
Lead Internal Verifier signature (if required)		Date	