

BTEC Centre Guide to  
Internal Verification  
2018/19

# Introduction

This guide provides essential guidance for BTEC programme teams on the planning and implementation of the internal verification of BTEC qualifications.

Internal assessment should be fair and consistent as defined by the requirements for national standards.

## What is internal verification?

Internal verification ensures that internally assessed units:

- have assignment briefs that are fit for purpose
- are assessed accurately to national standards against the unit criteria.
- utilise consistent assessment and grading across the programme.

Internal verification is a necessary part of the BTEC programme and is intended to be a supportive process.

# Which qualifications does this guide cover?

This guide covers BTEC qualifications from Entry Level to Level 7. This includes:

- BTEC 2010 Legacy (QCF) Entry Level to Level 3 including specialist qualifications
- BTEC 2012 Firsts
- BTEC 2016 Nationals
- BTEC Tech Awards
- BTEC Level 2 Technicals

BTEC qualifications accredited by SQA are not covered by this guide. For guidance on BTEC Security (SQA) qualifications please refer to the BTEC Security Centre Management Handbook.



# Internal Verification Best Practice

Internal verification can be undertaken in a number of ways, but it should be recognised and supported consistently across your centre.

The following are examples of best practice:

- There is a recognised team of Internal Verifiers, who meet regularly to ensure standardisation of procedures
- There is an internal verification policy which promotes a rigorous commitment to quality improvement
- Internal verification processes are agreed and published so that they are clearly understood by all members of delivery teams
- BTEC internal verification forms are standardised across the centre
- Internal verification schedules are drawn up to ensure timely implementation of the process
- All Assessors are involved in the internal verification role
- Standardisation meetings are seen as pivotal staff development
- The time required to carry out internal verification is

acknowledged. The internal verification process should be monitored in the centre, by the Quality Nominee and for the subject area by the Lead Internal Verifier.

Full details on Lead Internal Verifiers can be found in the [Guide to BTEC Quality Assurance: Lead Internal Verifiers](#) chapter.



# Standardisation

When a unit or assignment is delivered and assessed by more than one person, standardisation should be implemented before any formal assessment and internal verification has taken place. The standardisation process is to agree the standard of learner work by discussing and mutually assessing a sample of learner work to reach a consensus. This should be done with reference to the assessment criteria and assessment guidance provided by Pearson in the qualification specification.

Once agreement has been reached, the Assessors can then individually assess the work of their appointed learners, after which internal verification will take place.

Standardisation can also be used as a staff development tool. We provide standardisation materials for each principal subject area, which the Lead Internal Verifier can access via OSCA. Further details can be found in the [Guide to BTEC Quality Assurance](#).

## Retaining Documents

Internal verification documentation, along with the assessment tracking documents should be stored securely for a minimum of three years after the date of certification. Learner work must be retained for 12 weeks after the date of certification.



# Internal verification of Assignment Briefs

## Resources needed

- the unit specification
- the assignment brief
- internal verification of assignment brief form.

The Internal Verifier should check that the assignment brief:

- has accurate unit and programme details
- has clear deadlines and an appropriate timeframe for assessment
- has a suitable vocational scenario or context
- shows all relevant assessment criteria for the unit(s) covered in the assignment
- indicates relevant assessment criteria targeted against each task
- clearly states what evidence the learner needs to provide
- is likely to generate evidence which is appropriate and sufficient

If you plan to re-use an assignment from the previous academic year, you should check that dates and deadlines are updated and that the assignment is appropriate for the new group of learners. We advise centres to review assignments regularly to ensure they are still fit for purpose and to make improvements based on your experience of delivering and assessing them.

## Authorised Assignment Briefs

We are often asked how to apply the internal verification process to an Authorised Assignment Brief (AAB).

If the Authorised Assignment Brief is being used 'off the shelf' then it should be internally verified to check the dates and deadlines are appropriate only.

If changes have been made to the scenario or the tasks then these will need to be internally verified.

myBTEC and our internal verification form provides the opportunity for you to identify when an Authorised Assignment Brief has been used and to comment on any changes made to it.

## Giving feedback to the Assessor

Internal Verifiers should use the general comments section on the form to provide advice and guidance to the Assessor if appropriate. Any actions identified must be detailed by the Internal Verifier in the actions required section. Internal Verifiers should make any actions clear, using SMART principles.

If an action is identified by the Internal Verifier, the Assessor must complete this and return it to the Internal Verifier for sign off prior to an Assignment being issued to learners.

## Timing

Assignment briefs have to be internally verified, with any issues addressed, before being distributed to learners.

## Assignments from other sources

There may be occasions where assignments may be used which have come either from published material or from other centres. These assignments still need to be internally verified to ensure that they match the specification that you are registering learners on, that the assignments are appropriate for your learners and that you have the resources to deliver them.

Template internal verification forms can be found on the [BTEC Assessment Tools and Verification](#) webpage.



Pearson  
Authorised  
Assignment Brief  
as published

The Internal Verifier must ensure that hand out dates and submission deadlines are appropriate.

Adapted Pearson  
Authorised Assignment  
Brief to suit the needs  
of your learners

The Internal Verifier must ensure that any amendments are fit for purpose

Your centre's own  
assignment briefs

The Internal Verifier must be sufficient to ensure the assignment brief is fully fit for purpose.

## Helpful Tip Our Assignment Checking Service:

You can also submit assignments to an expert at our Assignment Checking Service who will help make sure you have understood and applied the relevant assessment requirements and provide useful feedback.

*Please note: This is a free support service and is not a replacement for internal verification, nor does it remove the need for standards verification. All assignment briefs must be internally verified.*

# Internal verification of assessment decisions

## Resources needed

- the unit specification
- the assignment brief
- assessed learner work and accompanying assessment record
- internal verification of assessment decisions form.

## The internal verification sample

During the course of the programme, sampling from Assessors must cover the following as a minimum:

- every Assessor
- every unit
- work from every assignment
- every assessment site (for multi-site and consortia centres).

There is not a requirement that all learners must have been internally verified during the lifetime of a programme.

There is no prescribed sample size but a well-constructed sample should consider:

- the full range of assessment decisions made: pass, merit, distinction criteria, and not yet achieved, should all be included in the sample if possible
- the experience of the Assessor: new or inexperienced Assessors should have more work internally verified than an experienced Assessor
- new BTEC programmes: when a unit or programme is first introduced, the sample should be increased
- the size of the group of learners
- known issues with internal verification: these may have been identified previously

## Top Tips

We are often asked questions such as “how much internal verification do we need to do” or “what percentage of work needs to be internally verified”.

There isn't a definitive answer to such questions – there are many factors that need to be taken into account when assessing what needs to be internally verified.

Lead Internal Verifiers should ensure that a suitable internal verification process is completed which is based on risk. This will ensure support is provided to colleagues who need it.

We recommend that all BTEC programmes have an internal verification plan at the start of the course/unit to identify an appropriate sample size. This will be based on risk factors such as:

- standards verification feedback about the unit or Assessor in previous years
- Assessor experience
- whether the unit has been delivered before
- any significant changes to the delivery of the unit

Internal verification plans are simply this – plans. We know that things are subject to change so teams may need to reflect on the sample once delivery and assessments have commenced.

As a Lead IV/Internal Verifier, you will become aware of a range of issues that may need to be taken into account when it actually comes to selecting an internal verification sample such as:

- grades awarded by assessors
- learner feedback
- staff issues such as absence or role changes
- feedback obtained at Quality Management Review or other Pearson quality assurance processes
- other stakeholder feedback e.g. OFSTED, parents, colleagues at other centres etc.

Once assessment has taken place and assessment decisions have been made, you may choose to change the number of learners sampled for internal verification. For example, if the group has been awarded high grades you may choose to increase the number of learners sampled at this grade.

## The internal verification of assessment decisions process

The Internal Verifier reviews the Assessor's judgements against the learning aim, unit content, assessment criteria and assessment guidance as published in the qualification specification. This will include checking:

- the learner work against the assessment criteria and judge whether it has been assessed accurately.
- the assessment criteria. This represents the national standard and all BTEC learners are measured against it
- coverage of the unit content in conjunction with the assessment guidance to see if the Assessor has taken this into account. It is not a requirement of the unit specification that all of the content is assessed. However, the indicative content will need to be covered in a programme of learning in order for learners to be able to meet the standard determined in the assessment and grading criteria.
- the feedback from Assessor to learner is accurate and linked to the assessment criteria

Following internal verification, if there are any assessment concerns, feedback should be provided to the Assessor with any actions applied to the whole cohort and not just the sampled learners.

### Timing

For internal verification of assessment decisions to take place, learner work must have been formally assessed. Internal verification must take place before learners receive confirmation of their achievement and feedback. If any inaccuracies are identified by the Internal Verifier, these can be corrected by the Assessor before results are made available to learners.

### Internally verifying resubmissions

If a request for a resubmission is made and providing there have been no issues with the Assessor's decisions at the first submission stage, then the resubmission does not need to be internally verified if the learner's grade has not improved. The Lead Internal Verifier should however check the decisions if the learner's grade has shown improvement to safeguard against any potential malpractice issues. Completing best practice internal verification at the first submission stage should avoid issues around resubmission.

# Other essential guidance

This guide has been developed with other guides, also available on our ['Prepare for September'](#) page

- BTEC Centre Guide to Managing Quality
- BTEC Centre Guide to Internal Assessment.

## BTEC qualification specification

The specification for each BTEC qualification is the document that programme leaders and teams should use as their first point of reference for all planning and assessment. Specifications are accompanied by important assessment and delivery guidance which provide instructions and advice for each unit in the qualification. All BTEC specifications are freely available on the BTEC website: [www.btec.co.uk](http://www.btec.co.uk)

## Guide to BTEC Quality Assurance

Pearson use quality assurance to check that all centres are working to national standards. It gives us the opportunity to identify and provide support where it is needed in order to safeguard certification. It also allows us to recognise and support good practice. Every year we publish an updated [Guide to BTEC Quality Assurance](#) to explain our quality assurance processes for the coming academic year.

## Forms and templates

We publish a range of useful [forms and templates](#) for you to use in your centre. These forms are not mandatory, but we would recommend that you use them to assist and support you throughout the programme.

They include:

- Assessment plan
- Assignment brief
- Internal verification of assignment briefs
- Internal verification of assessment decisions
- Record of Activity
- Learner declaration
- Lead Internal Verifier declaration.

# Further support

The Assignment Checking Service can be accessed here:

[www.btec.co.uk/assignmentchecking](http://www.btec.co.uk/assignmentchecking)

You should also consider our policies on assessment, which can be found here:

[www.edexcel.com/policies](http://www.edexcel.com/policies)

If you do have a question then please

contact: BTEC Assessment –

[btecdelivery@pearson.com](mailto:btecdelivery@pearson.com)

Vocational Quality Advisors –

[qualitynominees@pearson.com](mailto:qualitynominees@pearson.com)