

# Chesterton Community College

## BTEC Internal Verification Quality Assurance Policy

### **Purpose**

The BTEC First Awards delivered through Chesterton Community College are awarded through the NCF programmes of study. As such, the process of ensuring the validity, due diligence and integrity of the assessment leading to an award must be transparent and thorough.

The centre will be subject to Quality Management Review (QMR) on a one-in-three-years basis carried out by an Edexcel representative visiting the centre.

### **Internally Verifying Assignment Briefs**

All assignment briefs must be Lead Internally Verified and an EdExcel IV form for Assignment Briefs must be completed, including any remedial actions required to bring the assignment brief up to standard. Any suggested remedial actions must be carried out before the learners receive the assignment brief.

The Lead Internal Verifier must have completed the OSCA assessment. Through this process Internal Verifiers will have completed standardisation activities regarding assignment briefs. Please note all teacher assessors hold hard copies of the forms and templates used for assessing and verifying BTEC courses. **E-copies are located on the web site under Exams.**

### **Internally Verifying Assessment Decisions**

During, and at the end of, the production of assignment evidence, the relevant assessor will complete assessments of the work. Soon after assessments have been made, ideally within a three-week time window, a sample of work must be passed to the nominated Lead Internal Verifier for checking. The Lead Internal Verifier must use their integrity to carefully examine the sample to ensure that assessment decisions are valid and accurate.

An EdExcel IV form for Assessment Decisions must be completed for each piece of work, and copies must be kept centrally by the Lead Internal Verifier.

At Chesterton Community College, we only currently have a very small cohort of learners and therefore all students will be sampled. If any remedial action has been identified previously, it is the responsibility of the teacher assessor to ensure that the actions highlighted during the IV process have been taken before the final certification can be awarded.

**Please note** all teacher assessors hold hard copies of the forms and templates used for assessing and verifying BTEC courses.

E-copies are located on the web site under Curriculum.

Responsibilities for Quality Assurance within the programme team

### **The Programme Leader will:**

- ensure all administrative responsibilities with respect to quality listed below are fulfilled in a timely and considered way. The Lead Internal Verifier will:
- make a risk assessment judgement relating to how much of each assessor's work should be internally verified based on the particular assessor's experience / expertise / previous evidence
- produce an Internal Verification schedule showing:
  - the number of samples of each unit that will be internally verified from each assessor
  - when the internal verification will and has taken place
  - recording who carried out the internal verification
  - indicating where remedial action has been identified, and when it has been completed
- ensure that the process of internal verification runs smoothly and with accuracy and integrity
- retain comprehensive records of all internal verification carried out
- promote opportunities for teams to work together to achieve a high quality standard
- advise team members on any training needs
- Work with the Programme Leader to collate and present evidence for Quality Management Review
- Work with the Programme Leader to carry out any actions required to ensure quality within the programme of study

### **The Teacher Assessor will:**

- decide and check whether the evidence submitted by their learners is valid, authentic, consistent and sufficient to satisfy the grading criteria

- record their assessment decisions
- provide timely and relevant feedback to the learners that enable them to progress
- organise and make available the samples of work required for internal verification
- carry out any remedial actions resulting from the internal verification

## **Centre Approval**

When the centre applies for approval to offer a BTEC qualification, they are required to enter into an approvals agreement. This is a formal commitment by Chesterton Community College, and the Head of Centre consents to meet all the requirements of the specification and any linked codes or regulations.

Sanctions and tariffs may be applied if the centre fails to uphold the agreement, and could result in the withdrawal of approval by Edexcel.

Edexcel monitors and supports centres in the effective operation of BTEC assessment and quality assurance. The methods by which it does this include:

- ensuring that the centre has completed appropriate declarations at the time of approval
- requiring all centres to appoint a Lead Internal Verifier for each programme of study, and ensuring that this person is trained and supported in carrying out that role
- requiring that the Lead Internal Verifier completes compulsory online standardisation related to assessment and verification decisions for the designated programme
- assessment sampling and verification, through requested samples of assessments, completed assessed learner work and associated documentation
- Over-arching review and assessment of the centre