



# ABBEY COMMUNITY COLLEGE



## BTEC CURRICULUM

### INTERNAL VERIFICATION POLICY

#### AIM

- To ensure there is an accredited lead internal verifier in each principal subject area (Entry Level- Level 3)
- To update and inform LIV's of any changes to Btec procedures
- To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- To ensure that the internal verification procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, the centre will ensure that:

- It identifies a lead internal verifier for each principal subject area, is registered and has undergone the standardisation processes.
- Inform staff through LIV's of any Btec Changes to Internal Verification
- The lead internal verifier oversees effective internal verification systems within the principal subject area.
- Staff are briefed and trained in the requirements for current internal verification procedures.
- Effective internal verification roles are defined, maintained and supported. (Where possible, IV will be conducted by staff who are (a), delivering the same qualification or, (b), are familiar with the BTEC assessment process or (c), are familiar with the programme material. If necessary, IV may be conducted with staff outside the centre who are concurrently delivering the course.
- 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 is internally verified, to ensure centre programmes conform to national standards and standards verification requirements.
- Secure records of all internal verification activity are maintained.
- The outcome of internal verification is used to enhance future assessment practice.
- Sampling profiles are explained over;

This policy will be reviewed every 12 months by:

Gary Shields – Quality Nominee.

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Date: September 2020