



COULSDON
SIXTH FORM COLLEGE

Internal Verification Policy and Procedure

2018/19

INTERNAL VERIFICATION POLICY AND PROCEDURE
Approved by:
Date approved:
Responsibility Member of SLT: <i>Assistant Principal Curriculum & Quality</i>
Review date: October 2018

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Purpose/Scope of Internal Verification

At Coulsdon Sixth Form College, the purpose and scope of internal verification is to:

- ensure that assessment is accurate, consistent, current, timely, valid, authentic and to BTEC standards
- ensure that the assessment instruments are fit for purpose
- assure the assessment of all BTEC programmes delivered by a centre
- be part of an audit trail of learner achievement records
- and provide feedback to inform centre quality improvement.

Aim of this policy is to:

- ensure there is an accredited lead internal verifier in each principal subject area
- ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- ensure that the internal verification procedure is open, fair and free from bias.
- ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, Coulsdon Sixth Form College will ensure that:

- an internal verifier for each BTEC course/subject area is identified
- each internal verifier oversees effective internal verification systems within each BTEC course/ 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, sites and teams 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.

Internal Verification Procedure

Definitions/Terminology

Internal verification: a Coulsdon Sixth Form College devised quality assurance process which assures the assessment against the BTEC Award and National Level 2 and 3 unit grading criteria and those assignments are fit for purpose.

Standards verification: an external verification process used to check centre assignments and assessment against national standards, and internal verification processes.

Responsibilities

Assistant Principal (Curriculum and Quality) and BTEC Quality Nominee: ensures a robust and timely completion of centre internal verification and standardisation processes operate to high standards and acts as the centre coordinator and main point of contact for BTEC programmes. The Quality nominee ensures that reports to and from the examination board is monitored and any remedial action carried out in a timely and accurate manner.

Internal verifier: a highly qualified and capable member of the teaching staff is nominated to verify assessor decisions, and validate assignments. The internal verifier records findings, gives assessor feedback, and oversees remedial action.

Standards verifier/External Examiner: the standards verifier is appointed by Pearson Edexcel and samples the quality of Coulsdon Sixth Form College assignments, assessment and internal verification.

Procedures

Staff briefing: all assessors and internal verifiers will receive regular briefing (at least three times each academic year) on BTEC processes. New teachers will attend a briefing before drafting assessments or marking.

Verification schedules: assessment plans will be annually agreed to cover all assessors. Schedules will be drawn up and monitored as live documents throughout the year.

Internal verification of assignments: each assignment will be internally verified to ensure that they are fit for purpose and any recommendations actioned before handing out to students.

Internal verification of student work: a sample of student work will be verified sufficiently to ensure the security of the standard. Each assessor cross-samples

of student marked work for the unit they were assigned and the internal verifier must be satisfied that comparable standards are being applied across units, including pass, merit and distinction grades. The internal verifier will also take note of statistical information relating to the pass/merit/distinction rates of each marker. Assessors cannot internally verify their own work. Assessor feedback and support will be given by the Head of Department, the Assistant Principal (Curriculum and Quality) and the BTEC Quality Nominee as appropriate. The process does not involve the student.

Internal verification records: This will be securely maintained in for 18 months after certification. The college MIS system will be used to hold details of student achievement records for this purpose.

Standards verification: BTEC Quality Nominee and when not present, the Assistant Principal (Curriculum and Quality) will be the initial point of contact for the Standards Verifier who will liaise with appropriate practitioners and internal verifiers, to ensure that the Standards Verifier request is carried out. When requested, the Standards Verifier will be provided with:

- the required samples of student work
- assessment records for the student work sampled
- assignment briefs for the units identified
- internal verification records for the assignment briefs
- internal verification records for student work

Should second sampling be required, Coulsdon Sixth Form College will submit the sample as required by the Standards Verifier within the timescale required. Should there be an unsuccessful outcome after the submission of a second sample(s); The College will work with the nominated Regional Quality Manager, to resolve outstanding issues.

The Standards Verification outcomes will be monitored and reviewed according to the procedure set out in the internal quality assurance section of the Quality Assurance Handbook.