



BTEC Internal Verification policy

Date: September 2022

Date of last review: September 2025

Aims:

1. To ensure there is an identified and appropriately experienced Lead Internal Verifier in each principal subject area (BTEC Entry Level - Level 3)
2. To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity
3. To ensure that the Internal Verification procedure is open, fair, and free from bias
4. To ensure that there is accurate and detailed recording of Internal Verification decisions.

To do this, St Thomas More High School will ensure:

- Where required by the qualification, appoint a Lead Internal Verifier appropriately for each subject area, who is registered annually, with Pearson and has completed standardisation with the programme team
- Each Lead Internal Verifier oversees effective internal verification in their subject area
- Staff are briefed and trained in the requirements for current internal verification procedures. Provision will be made for communication between the team to share 'best practice' and areas of concern. Typically, this will be achieved through meetings with Internal Verifiers, standardisation meetings and team meetings (either face-to-face or via the school's online platform if necessary)
- Effective internal verification roles are defined, maintained, and supported. Internal verification is promoted as a developmental process between staff (either face-to-face or via the school's online platform if necessary)
- 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, units, sites, cohorts, and assessors is internally verified, to ensure centre programmes conform to national standards
- Secure records of all Internal Verification activity are maintained and retained to meet Pearson requirements

- The outcome of internal verification is used to enhance future assessment practice
- Comply with the requirements as set out in the Pearson Centre Guides to Internal Verification and Standards Verification.

St Thomas More High School Procedures:

- A Lead Internal Verifier will need to be appointed for each subject. Standardisation activities are completed by each subject team prior to any formal assessment taking place. Internal standardisation must take place after an assessment decision has been made to ensure that all Assessor's marking is consistent before submitting marks for moderation
- Assessment plans and IV schedules are produced by programme leaders. These are shared with Assessors and Quality Nominee
- All assignment briefs are internally verified by the Lead IV before any formal assessment can take place to ensure they are fit for purpose
- Internal Verification of assessment is regularly completed as part of the annual quality assurance process. The Lead IV will feedback to assessors in a timely manner. All IV records will be kept for a minimum of 3 years after certification
- Lead Internal Verifiers must liaise with the Quality Nominee and Exams officer to ensure marks/samples are completed for moderation by the deadline set by Pearson. All learner work that is requested for sample by a Standards Verifier/Moderator must be uploaded electronically via the Edexcel online platform. Feedback from Moderators/Standards verifier will be shared with all assessors to help with the annual review process
- The Quality Nominee will arrange termly BTEC team meetings to ensure all BTEC staff are up to date with current policies and procedures.

[BTEC Centre Guide to Internal Verification \(pearson.com\)](https://www.pearson.com/qualifications/btec-centre-guide-to-internal-verification)
[btec-guide-to-standards-verification.pdf \(pearson.com\)](https://www.pearson.com/qualifications/btec-centre-guide-to-standards-verification)
[BTEC forms and guides | Pearson qualifications](https://www.pearson.com/qualifications/btec-centre-guide-for-the-lead-internal-verifier)
[btec-centre-guide-for-the-lead-internal-verifier.pdf \(pearson.com\)](https://www.pearson.com/qualifications/btec-centre-guide-for-the-lead-internal-verifier)
[btec-centre-guide-to-quality-assurance.pdf \(pearson.com\)](https://www.pearson.com/qualifications/btec-centre-guide-to-quality-assurance)

This policy should be read in conjunction with the schools Blended Learning Policy and Assessment Malpractice Policy. This policy will be reviewed every 6-12 months by the Quality Nominee which is currently Mrs E Hinkins.