

Internal Verification Strategy

Reviewed September 2007

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Internal Verification

The purpose of Internal verification is to establish a centre-devised system for systematic monitoring of the quality of our BTEC short course assessment, to make sure that it is consistent, fair and reliable across all Assessors in our centre.

Internal Verifiers

The Internal Verifier is at the heart of Quality Assurance in BTEC short course qualifications, both within the national framework and in the quality and management systems of the approved centre. The role, in terms of managing assessment so that it consistently meets National Standards, is central to maintaining public confidence in each and every BTEC short course qualification issued.

- The Internal Verifier is a key factor in managing risk and ensuring that when certification is claimed for a candidate, they have achieved the National Standards.
- Internal Verifiers must be competent in BTEC short course qualification assessment and have appropriate experience.

Internal Verifier Role

This involves the following areas of responsibility:

Verifying Assessment

This requires the IV to:

- Ensure consistent and reliable assessment and Internal Verification decisions.
- Monitor the quality of assessment and highlight problems, trends and development needs of Assessors.

There are three strands to verifying assessment:

- Sampling assessments
- Monitoring assessment practice
- Standardising assessment judgements

Sampling

The sampling strategy for our centre will vary according to the needs of the centre and the particular BTEC short course programme, but in all cases must be agreed with External Verifier.

In defining the strategy, all the following should be taken into account:

- Size of sample needed to ensure reliability
- Assessors – number, experience, workload and location
- Range (if any) of assessment sites, satellites
- Candidate cohorts, e.g. full-time/part-time, different employees, different programme start dates – particularly focusing on any problem unit(s)

The frequency of Internal Verification is for the centre to decide. However, the aim should be to put in place procedures that will provide regular feedback to Teachers/ Assessors, and have a significant impact on standards.

This will depend on:

- The skill and experience of Internal Verifiers
- How long the centre has been running the qualification
- How long the qualification has been available

Centres must adopt an internal verification system that requires sampling all Assessors, not necessarily all candidates. The sample must be based on assessed work from a minimum of 5%, but up to 100% of candidates per Assessor. A 100% sample will be appropriate if overall numbers are small, or in the first year of operation, while the team is building up expertise in the assessment requirements. Once the team becomes more experienced, it will be sufficient to take smaller samples of assessment decisions taken by each Assessor.

Monitoring assessment practice

This is necessary:

- To ensure that National Standards of assessment are adhered to by all Assessors
- To identify problems or areas where Assessors require advice/development
- To ensure that candidates are aware of, and satisfied with, the assessment process

Monitoring assessment includes the Internal Verifier sampling Assessors. It also includes reviewing the Internal Verification records completed with each Assessor and evaluating all aspects of their performance, as recorded in the Internal Verification records.

Internal Standardisation

The simplest means of completing a standardisation review is to collate copies of evidence presented for unit accreditation and ask each Assessor to make a decision based on what is in front of them. It is also helpful to ask them to note any queries they may have, e.g. further information needed.

Internal Verification exercises should be repeated at intervals to ensure that messages are reinforced.

The aim should be to put in place procedures that will provide ongoing feedback to Tutors/Assessors.

This will be dependent on:

- The skills and experience of Internal Verifiers
- How long the centre has been running the qualification
- How long the qualification has been available

If action to adjust assessment is found necessary, a plan should be in place to ensure that this is completed before External Verification takes place. The External Verifier may wish to see this as part of their monitoring role.

Developing and Supporting Assessors

The Internal Verifier must ensure that all Assessors in the centre have:

- Copies of assessment materials, instructions and mark schemes
- The identified resources/equipment/facilities
- A copy of the Instructions for Candidate Examination (ICE document)
- Access to the Guidance and National Standards document
- Access to appropriate training and support

External Verifier

The External Verifier's first port of call is the Internal Verifier, who will be expected to have a range of information to hand:

- Numbers of current, registered candidates per subject/level
- Candidate centre enrolment and awarding body registration details
- Assessor details
- Candidate special assessment requirements

- Assessment records and plans
- Candidate support resources available
- Assessment sites
- Satellite, franchise arrangements
- Internal Verification sampling strategy
- Internal Verifier records including feedback to Assessors, discussions with candidates, records of claims for certification

Role Summary

Internal Verifiers will be responsible and accountable for:

- Regularly sampling evidence of assessment decisions made by all Assessors across all programmes within the centre; sampling must include some direct observation of assessment practice
- Establishing procedures to develop a common interpretation of the test requirements between Assessors
- Monitoring and supporting the work of Assessors within the centre
- Maintaining up-to-date records of internal verification and sampling activity and ensuring that these are available for the purposes of External Verification aspects of BTEC short course qualification assessment in order to monitor, and ensure, consistency in the interpretation and application of standards
- Facilitating appropriate staff development and training for Assessors
- Providing feedback to the External Verifier of the effectiveness of assessment ensuring that any corrective actions required by the awarding body are implemented within agreed timescales
- Only verifying evidence they have not assessed themselves.

Assessors will be responsible and accountable for:

- Managing the system of assessment - from assessment planning, through to marking and recording assessment decisions, as required by the awarding body.

- Maintaining accurate and verifiable candidate assessment and achievement records, as required by the awarding body.

Centre self-assessment

The Internal Verifier is responsible for ensuring that the Centre Self-Assessment Report form (ICT_CSA), available in the Guidance & National Standards document, is completed at the beginning of each year and submitted to the External Verifier.