



Erne Integrated College

BTEC Assessment and Internal Verification Policy

Signature of Chairperson of the Board of Governors	
Date Adopted by the Board of Governors	
Policy Review Date	

Assessment

Aim:

- To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
- To ensure that the assessment procedure is open, fair and free from bias and to national standards
- To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, the centre will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment.
- Produce a clear and accurate assessment plan at the start of the programme/academic year.
- Provide clear, published dates for handout of assignments and deadlines for summative assessment.
- Assess learner's evidence using only the published assessment and grading criteria.
- Ensure that assessment decisions are impartial, valid and reliable.
- Not limit or 'cap' learner achievement if work is submitted late.
- Develop assessment procedures that will minimise the opportunity for malpractice.
- Maintain accurate and detailed records of assessment decisions.
- Maintain a robust and rigorous internal verification procedure.
- Provide samples for standards verification as required by the awarding organisation.
- Monitor standards verification reports and undertake any remedial action required.
- Share good assessment practice between all BTEC programme teams.
- The teacher will decide when the learner is fully prepared to undertake the assessment. Once learners are working on assignments which will be submitted for assessment, they will work independently to produce and prepare evidence for assessment.
- Before starting an assessment, the teacher will ensure that each learner understands the:
 - a) assessment requirements
 - b) nature of the evidence they need to produce
 - c) importance of time management and meeting deadlines.

- Once the learner begins work for the assessment, the teacher will not:
 - a) provide specific assessment feedback on the evidence produced by the learner before it is submitted for assessment.
 - b) Confirm achievement of specific assessment criteria until the assessment stage.
 - c) Only one submission will be allowed for each assignment. The assessor will formally record the assessment result and confirm the achievement of specific assessment criteria.

- Each learner must submit:
 - a) An assignment for assessment which consists of evidence towards the targeted assessment criteria.
 - b) A signed-and-dated declaration of authenticity with each assignment which confirms they have produced the evidence themselves.
 - c) Formally record and confirm the achievement of specific assessment criteria.
 - d) Complete a confirmation that the evidence they have assessed is authentic and is the learner's own work.

- The assessor will not:
 - a) Provide feedback or guidance on how to improve the evidence to achieve higher grades.
 - b) It may be appropriate for the Lead Internal Verifier to authorise one opportunity for a learner to resubmit evidence to meet assessment criteria targeted by an assignment.

- The Lead Internal Verifier will only authorise a resubmission if all of the following conditions are met:
 - a) The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension.
 - b) The teacher judges that the learner will be able to provide improved evidence without further guidance.
 - c) The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed and dated declaration of authenticity by the learner.
 - d) If a learner has not met the conditions listed above, the Lead Internal Verifier will not authorise a resubmission.

- If the Lead Internal Verifier does authorise a resubmission, it must be:
 - a) Recorded on the assessment form
 - b) Given a deadline for resubmission within 10 working days* of the learner receiving the results of the assessment (* the 10 working days will be within term time, in the same academic year as the original submission).
 - c) Undertaken by the learner without further guidance.
 - d) Retakes of internally assessed units are therefore not available to learners studying BTEC Firsts and Nationals on the NQF.
 - e) Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff.
 - f) Provide resources to ensure that assessment can be performed accurately and appropriately.

Internal Verification

Aim:

- To ensure there is an accredited Lead Internal Verifier in each principal subject area.
- 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:

- Where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area, is registered with Pearson and has undergone the necessary standardisation processes
- Each Lead Internal Verifier oversees effective Internal Verification systems in their 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, units, sites and Assessors is Internally Verified, to ensure centre programmes conform to national standards
- Secure records of all Internal Verification activity are maintained
- The outcome of Internal Verification is used to enhance future assessment practice.