

Further Education BTEC Specific IV & Assessment Procedures

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

Tel: +44 (0)1245 424200
Fax: +44 (0)1245 420456
Email: info@writtle.ac.uk
www.writtle.ac.uk



Policy Owner	Department
FE Central	FE Central
Version Number	Date drafted/Date of review
1	18/09/2021
Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
Reviewed and Approved by (see Policies Guidance for approval process)	Date
FE Central	Sep 2021
Access (tick as appropriate)	
Public access (website) <input checked="" type="checkbox"/> And/Or Internal access (MyWi) <input checked="" type="checkbox"/>	Staff and Student access <input checked="" type="checkbox"/> Or Staff access only <input type="checkbox"/>

1 Introduction

It is a requirement by BTEC that a LIV be identified for each BTEC programme being delivered at WUC.

That person will register on the Pearson Edexcelonline web site and view the OSCA/Standardisation materials.

The LIV will share and discuss the standardisation materials with the delivery team to ensure all staff / assessors understand the assessment requirements and standards for the qualifications.

The LIV will confirm:

- all teaching and learning is assessed;
- assignment briefs and examination papers are checked and not issued unless they are complete and accurate;
- assessment is carried out fairly and consistently with national standards
- assessment practice is reviewed and improved

The LIV does this by ensuring that:

- a sample of each assessor's decisions and feedback are verified. This should include all forms of assessment including theory and practical.
- for all programmes the unit grades and final grades (where applicable) achieved by a student have been verified

2. Appointment and roles of Internal Verifiers (IV)

There are two types of internal verifier (IV):

- Lead Internal Verifier
- Internal Verifier

Each course will have a Lead IV allocated by the FE Quality manager. The Lead IV will have overall responsibility for the internal verification processes for that course. This includes:

- In conjunction with the FE Quality Manager, identify IV's to assist with internal verification for the course as appropriate
- Undertaking training and accreditation as appropriate (e.g. V units, BTEC RQF, TAQA etc.)
- In conjunction with the FE Quality Manager, undertaking risk assessment of the staff assessing on the course and reviewing this as appropriate e.g. following new appointments, internal verification activity or external verification visits
- In conjunction with the FE Quality Manager, undertake self-assessment of the IV process for the programme at the points indicated in the FE Calendar
- In conjunction with the FE Quality Manager check and hold a CV for each programme assessor demonstrating competence at an appropriate level and current / recent industrial experience
- In conjunction with the FE Quality Manager check and hold original assessor (D32 / D33 / A units / TAQA) certificates or validated copies (i.e. copies signed to indicate that originals have been seen)
- Liaise with the course manager and appropriate external verifier in review of monitoring the quality of provision
- Inform the Quality Officer of any changes in the programme team e.g. new assessors, assessors leaving, new assessment sites
- In conjunction with the FE Quality Manager undertake course checks to ensure that learners are enrolled both internally and with the awarding body on the appropriate course and combination of units as defined by the awarding body
- Reviewing the balance of assessment types and assessors that are IV'd
- Plan the IV according to risk assessment of assessors
- Authorise re-submission of work under BTEC new rules of assessment
- Undertake IV of unit and qualification grades before certification with Awarding Bodies
- Co-ordination of standardisation activities across the programme

Courses may have Internal Verifiers whose role is to:

- Support the Lead IV in carrying out internal verification of assessment briefs and assessed work
- Assist in standardisation activities

3. IV Planning and Process

A summary of the IV planning and process can be seen in the documents:

IV Planning Flowchart

IV Process Flowchart

These documents can be found in Appendices 1 and 2 of this policy.

3.1 Planning

1. FE Quality Manager identifies Lead IV and IVs for the programme
2. Course Manager:
 - a. Ensures students are enrolled on the student record system (SRS)
 - b. Ensures students are registered with the awarding body on the appropriate combination of units
 - c. Passes registration details to the Lead IV
 - d. Prepares an assessment schedule/plan for the programme and passes to IV (appendix 3)
 - e. Provides the Lead IV with details of programme assessors
3. Lead IV:
 - a. Carries out assessor risk assessment in conjunction with the FE Quality Manager and completes the Assessor Risk Assessment Form
 - b. Information from the Assessor Risk Assessment, the IV Planning Review and the assessment schedule are used to complete the IV Planning Form

3.2 Process

1. Assessor:
 - a. Completes the yearly assessment plan identifying all units to be delivered, the IV dates and assessment dates. The plan will also indicate referral dates and deadlines. (Appendix 3)
 - b. Writes an assignment in the appropriate assessment format (appendix 4)
2. Lead IV / IV:
 - a. Checks the assessment plan is accurate
 - b. IVs the assignment brief and completes the IV of Assessment Briefs Form (appendix 5)
 - c. The assignment is passed back to the assessor for update if required or distribution to students as per the assessment schedule
 - d. NOTE: all paperwork to be saved digitally in the course file, any changes should be filed with the original brief and paperwork

3. Assessor:

- a. Assesses work
- b. Reviews assessment decision if required and re-submits to the IV
- c. If all is agreed, enters achievement data on to ProMonitor
- d. Returns work to students

4. IV:

- a. Prepares a sample for IV considering the range of decisions and assessor risk assessment
- b. IVs the assessment decisions and completes the IV of Assessed Work Form, providing detailed feedback to the assessor (appendix 6)
- c. identifies learners eligible for re-submission and forwards information to the LIV. completes the LIV Agreement of Resubmission
- d. Returns the sample and feedback to the assessor with support as required
- e. Lead IV – reviews the assessor risk assessment as appropriate depending on outcome of IV

5. Lead IV:

- a. LIV completes the LIV Agreement of Resubmission if all criteria for this is met.
- b. Confirmation of marks are passed to the exams officer along with Awards Boards documents who will confirm marks on edexcelonline.

3.4 Sampling Strategies

Assessment Briefs

All assessment briefs will undergo IV before distribution to students. For each assessment brief on an assessment schedule there should be a corresponding IV of Assessment Briefs Form. This should also be recorded on the IV Planning Form in the Internal Verification Workbook for the programme. (Appendix 7)

Assessment

When planning IV, the sampling strategy must take into account and include:

- Assessment decisions of all assessors
- All assessment methods
- All assessment locations
- Candidates at different stages of their awards

NOTE: For BTEC programmes under the new rules of assessment, all refers eligible for re-submission opportunities should be reviewed and signed off by the Lead IV.

Re-submissions to be completed within 15 working days of the learner receiving the results of the assessment.

The Lead Internal Verifier can only can authorise a resubmission if all the following conditions are met:

- The Learner has met initial deadlines set in the assignment
- The assessor judges that the learner will be able to provide improved evidence without further guidance
- 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

4. Standardisation

The overall aims of standardisation are to:

- Ensure that all students are assessed fairly
- Ensure consistency in the application of grades and credit across programmes
- Ensure consistency in assessment practices across a programme
- Inform staff development needs across subject areas and the FE Division
- Share good practice

Standardisation activities will be co-ordinated by the Lead IV. Standardisation may be undertaken on a programme by programme basis or across a curriculum area in which case the Lead IVs for the area will work together to ensure that the activity meets the needs of all programmes.

Standardisation should involve all assessors on a programme; this should include any assessors working off the main site. If necessary, meetings should be held at different times and locations to ensure attendance and those that are not able to attend should be updated. All IVs for the programme should also attend.

5. External Verification

The Lead IV for a programme (along with the programme leader if not the same person) will liaise with the FE Quality Officer in the planning of external verification visits. It is expected that the following information will be available for the external verifier:

- Numbers of current registered students
- Student centre enrolment and awarding body registration details

- Assessor details – CV, Assessor qualifications, development plans, workloads
- Student progress reviews, achievements, special requirements
- Assessment plans and records
- Support resources available
- Details of assessment sites including any satellite centres
- IV sampling strategy
- IV records including feedback to assessors and discussions with candidates
- Records of claims for certification
- Student evidence files / portfolios
- Appeals procedure and any appeals that have occurred

Prior to an EV visit, the IV should review the IV Self-Assessment Checklist (found in the IV Workbook) and address any actions arising.

The Lead IV along with the Course Manager, FE Quality manager and the Deputy Director of FE are responsible for reviewing any action plans arising from EV visits and should complete actions within the specified timeframe.

6. Support and Development of Assessors, including induction

6.1 Induction

New assessors should receive an appropriate induction; this will depend on their previous experience and can be reviewed via the risk assessment process.

For each new assessor, the Assessor Induction Checklist should be completed

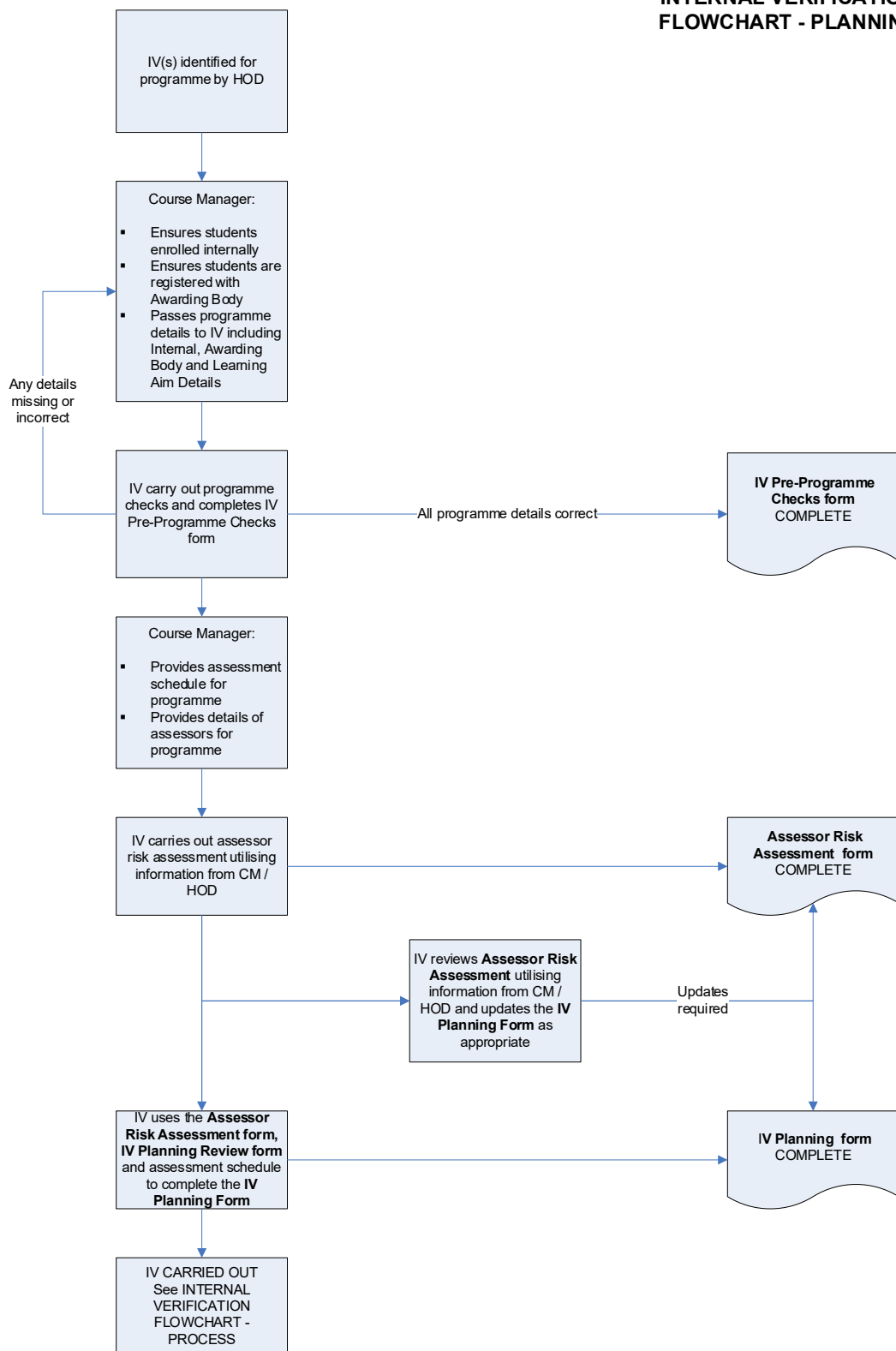
6.2 Training and Development

Assessors will attend the following events as part of their role and CPD:

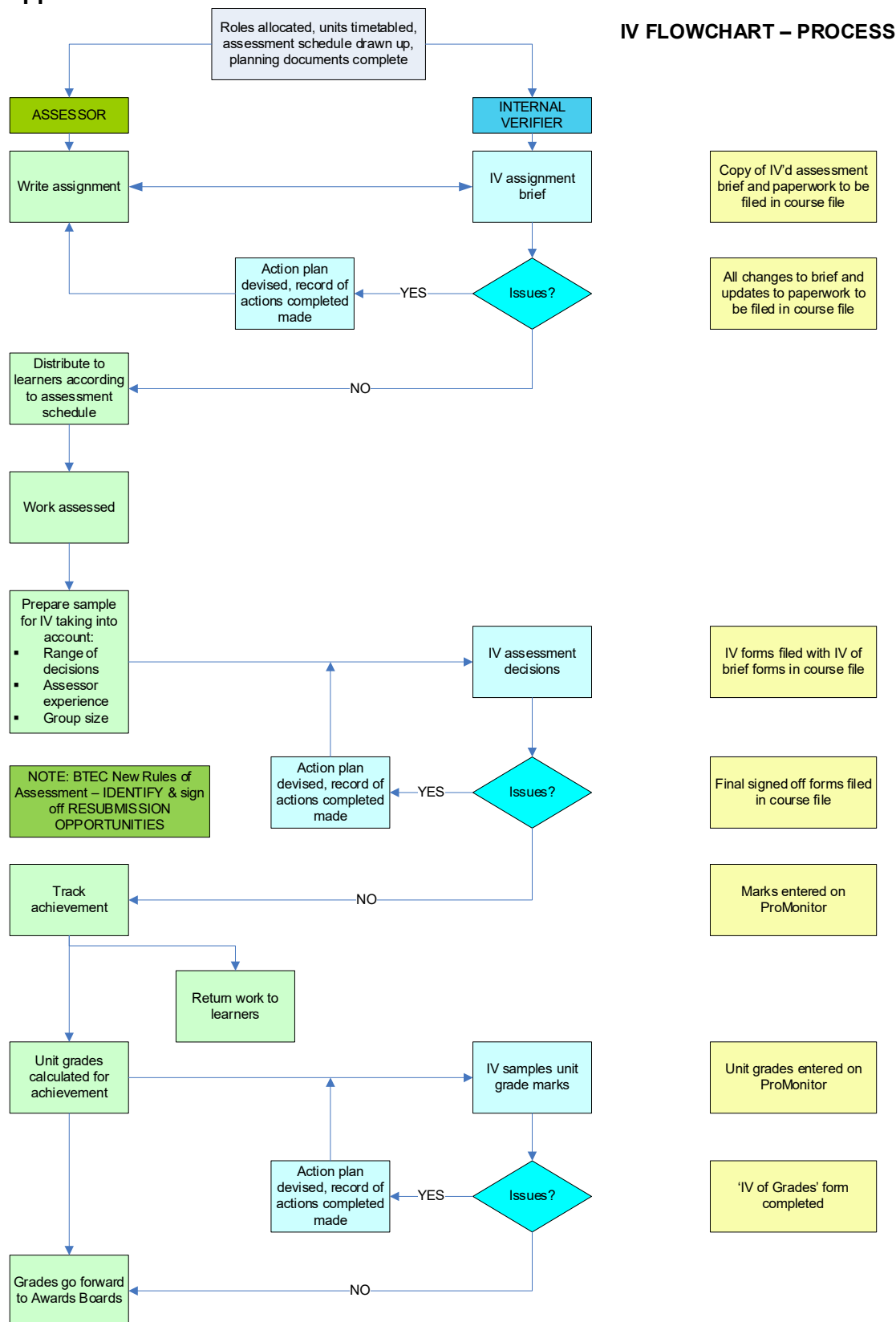
- Internal Standardisation events – programme team, section-wide, division-wide
- External Standardisation events – e.g. awarding bodies
- Internal inset / staff development events – e.g. giving feedback, methods of assessment
- External staff development events as identified through the internal verification and PDR process

Appendix 1


INTERNAL VERIFICATION FLOWCHART - PLANNING



Appendix 2



Appendix 3 – BTEC Assessment plan / Schedule example (ref IQA3b)

BTEC Assessment Plan										
Programme Title										
Unit Title	Assignment Title	Targeted Learning Aim/s or Assessment Criteria	Internal Verification of Assignment Brief Date	Assignment Hand Out Date	Assignment Hand in Date or External Assessment Date	Internal Verification of Assessment Decisions Date	Planned Resubmission Date*	Internal Verification of Resubmission Date	Assessor Name	Internal Verifier Name
Year 1										
Year 2										
Lead Internal Verifier Signature								Date		

* Lead Internal Verifier must authorise any resubmissions. The learner must have met the initial deadline (or an agreed extension deadline) and authenticated their work. The resubmission date must be within 15 working days of the learner receiving the results of assessment which must be within a timely period of the assessment taking place.

Appendix 4 – BTEC Assignment brief example (Ref T12a)

ASSESSMENT RECORD SHEET			
Programme Title		Learner Registration Number	
		Learner Name	
Assignment Title		Assessor Name	
Unit or Component Number and Title		Targeted Learning Aims/Assessment Criteria	
First Submission			
Deadline		Date Submitted	
Has an extension to the deadline been approved by the Assessor due to extenuating circumstances?			
Targeted criteria	Criteria achieved	Assessment comments	
General comments			
Learner Declaration	I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.		
Learner signature		Date	
Assessor declaration	I certify that to the best of my knowledge the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.		
Assessor signature		Date	

Appendix 5 – BTEC IV of Assignment Brief example (ref IQA6)

Course Title:			
Unit No. & Title:			
Assignment Title:			
Assessor:		IV Name:	
Assignment Issue Date:		IV Date:	

IV Checklist		Comments
Are course and unit details accurate? <ul style="list-style-type: none"> - Correct titles for programme, includes all programmes covered 	Y / N	
Are clear deadlines for assessment given? <ul style="list-style-type: none"> - Hand in and refer dates stated 	Y / N	
Is the assessment timescale appropriate? <ul style="list-style-type: none"> - Sufficient time between IV and date set, date set and hand in, return time for refer date 	Y / N	
Is there a scenario or vocational context? <ul style="list-style-type: none"> - e.g. using 'real life' situations appropriate to programme 	Y / N	
Does each task show which criteria are being addressed? <ul style="list-style-type: none"> - e.g. P1, M1, FSE1 	Y / N	
Does each task address the indicated criteria? <ul style="list-style-type: none"> - Refer to specifications for assessment detail - e.g. sufficient content covered? - e.g. correct use of terminology, evaluate vs. describe etc 	Y / N	
Is it clear what evidence the learner needs to generate? <ul style="list-style-type: none"> - e.g. presentation, written report, poster - e.g. details of length, guide for number of words, annotated diagram etc 	Y / N	
Are the activities appropriate? <ul style="list-style-type: none"> - e.g. level, format (written assessment not suitable in place of practical 'carry out...') 	Y / N	
Is the language and presentation appropriate? <ul style="list-style-type: none"> - Correct spelling, laid out in a straightforward, easy to follow format 	Y / N	
Will the conduct of the assessment be valid and reliable? <ul style="list-style-type: none"> - Check conditions e.g. group work provide sufficient evidence for individuals? 	Y / N	
Overall, is the assignment fit for purpose? Will it enable learners to provide evidence to meet assessment criteria?	Y / N	

IV Name:			
IV Signature:		Date:	

Appendix 6 – BTEC IV of Assessment example (ref IQA8)

INTERNAL VERIFICATION – ASSESSMENT DECISIONS (Multiple Learners)					
Programme Title:					
Unit/Component Number and Title:					
Assessor Name:				Internal Verifier Name:	
Assignment title:					
Name of Learner <small>(If a larger template is required please add rows or use additional sheets)</small>	Submission Type <small>(First, Resubmission, Retake)</small>	List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade	Assessment Decision Accurate (Y/N)	List the assessment and grading criteria where inaccurate decisions have been made	State why the assessment decision is inaccurate. <small><i>*If an inaccurate decision is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken before assessment decisions are issued to learners.</i></small>
INTERNAL VERIFIER CHECKLIST					Y/N
Has every learner and the Assessor confirmed the authenticity of the evidence?					

Appendix 7 – BTEC IV Planning Form example (ref

IV Planning - non Workbased									
Curriculum Area:									
Course:									
Internal Verifiers:									
Unit:	1	2	3	4	5	6	7	8	9
Assessor:									
Assessor Risk:									
Assessment title:									
LOs / criteria:									
Assessment type:									
IV:									
IV of Brief (date):									
Planned IV Assess Decisions Date:									
Actual IV Assess Decisions Date:									
Student Names:									
1									
2									
3									
4									
5									
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