

# **BTEC Internal Verification Policy**

## **Smith's Wood Academy**

### **Part of Fairfax Multi-Academy Trust**

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**Contents**

Page 3 Internal Verification Policy

Page 3 Aim

Page 3 Procedure

## 1.1 Internal Verification Policy

Internal verification is a requirement of BTEC delivery. It is carried out in two levels in each subject area that is delivered at Smith's Wood Academy:

1. Internal verification of assignment briefs
2. Internal verification of assessment decisions

## 2. Aim:

- To ensure there is an accredited Lead Internal Verifier for Sport, Media, Health and Social Care and Music
- 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.

### 2.1 In order to do this, SWA through the QN will ensure that:

- 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 is responsible for effective Internal Verification systems in their subject area
- Staff are briefed and trained every year and where necessary in the requirements for current Internal Verification procedures
- Standardised BTEC Internal Verification documentation is provided and used by all subject areas
- An annual Internal Verification schedule, linked to assessment plans, is in place for each subject at the start of each academic year.

## 3. Procedure:

- The Lead IV will produce the annual assessment plan which will include dates for their IV schedule dependent upon the units and learning aim.
- They will keep a record of all learner work that has been sampled on the assessment trackers.
- The amount of work to be sampled will be determined by the Lead IV but this should be a minimum of 4 pieces of work per class. This should be made up of a range of assessment decisions, D, M and P.

This policy will be reviewed every 12 months by Quality Nominee.

