



The Wellington Academy Internal Verification Policy

Rationale

The rationale for this policy is to ensure there is an accredited Lead Internal Verifier in each principal subject area from Level 1 - Level 3. To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity. To make sure that the Internal Verification procedure is open, fair and free from bias. Finally, to ensure that there is accurate and detailed recording of Internal Verification decisions.

In order to do this Writhlington and The Mendip Studio School will:

- 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. The EO and QN will ensure that each LIV is registered. The QN will check that standardisation has been completed and confirmed on Edexcel Online by the last Friday of September.
- Each Lead Internal Verifier will oversee an effective Internal Verification systems in their subject area. Staff will adhere to the whole school Internal Quality Assurance Strategy. This will be checked termly by HOD, QN and SLT Lead, M Burr.
- Staff are briefed and trained in the requirements for current Internal Verification procedures. The QN will ensure all staff are trained and adhere to the whole school Internal Quality Assurance Strategy.
- Effective Internal Verification roles are defined, maintained and supported Internal Verification is promoted as a developmental process between staff. Termly BTEC

meetings will be facilitated by the QN. It will be compulsory that all LIVs will attend these meetings. Dedicated termly BTEC CPD sessions will be held for at least one hour, within departments; where Internal Verification is promoted and developed.

- Standardised Internal Verification documentation is provided and used. The QN will update and share current internal verification documents from BTEC. These documents must be used by all Assessors and LIVs during the quality assurance process.
- All centre assessment instruments are verified as fit for purpose by the QN biannually.
- An annual Internal Verification schedule, linked to assessment plans, is in place. LIVs will ensure assessment plans are complete by the last Friday of September. The QN will ensure that LIVs are able to appropriately complete assessment plans.
- The QN will biannually ensure that, an appropriately structured sample of assessment from all programmes, units, sites and Assessors is Internally Verified, to ensure centre programmes conform to national standards. Whole school standardisation sessions will also be facilitated by the QN at least once per year.
- The QN, SLT Lead and LIVS will ensure that, secure records of all Internal Verification activity are maintained.
- The LIVS, QN and SLT Lead make certain that the outcome of Internal Verification is used to enhance future assessment practice.

Further guidance

- There will be no set sampling ratio across the qualifications. However, sampling strategies must meet the requirements of each individual qualification.
- Internal Verifiers should adapt the sample size to the number of candidates.
- No less than 20% of students work should be internally verified.
- When an assessor is new to the qualification or an NQT, the Horizontal or Themed sampling method should be adhered to during their first year of teaching.
- To ensure a rigorous sampling policy CAMERA (see Fig 1) should be at the centre of the sampling strategy.
- Sampling should take place across all departments.
- A planned date of sampling should be shown on the Assessment Plan; which should then be signed off by the HOD and Lead Internal Verifier.
- Sample group must not be influenced by the assessor.
- Wherever possible a range of grades should be sampled to show evidence of appropriate levelling.
- When there is little to no variation in grades (e.g. all Distinctions) both vertical and horizontal sampling methods should be utilised and no less than 30% of learners work should be verified.
- The Writhlington School sampling plan must be used. In addition to the class code, learners names and assignments verified; the date, assessor , internal verifier and sampling method must be evidenced on the sampling plan.
- Assignment briefs must not be altered after internal and external verification.

- 3 hours training each academic year must be given to assessors and internal verifiers to ensure malpractice policy, assessment SAV CRAF (see Fig 2) and quality assurance procedures/processes are being based on the principles of CAMERA.
- Akin to the Withington School policy (handbook) assessors should carry out a minimum of 30 hours CPD within departments; with good practice and expertise being shared across the school. This will be carried out weekly (60 mins) or fortnightly (120 mins) and is the responsibility of the HOD/IV to ensure that the assessors are all occupationally competent for the units / qualifications they are assessing and that they meet the requirements of the assessment strategy.
- All assessors must be included in the sampling plan.
- Assessors can only track formatively using the central tracking document on Student Share (T drive.).
- Summative tracking can only be recorded after extensive internal verification (sampling). These dates will be agreed between HOD and Lead IV at the start of the academic year.
- The Lead Internal verifier and HOD will observe NQTs or teachers with little to no experience of teaching the qualification within 3 weeks of the teaching the course. Supportive personal development plans will be agreed and revisited every term during first year of teaching.
- NQTs or teachers with little to no experience of teaching a qualification will peer observe the Lead IV. Themed learning walks and marking scrutiny by the HOD and SLT BTEC Lead.

- HOD to ensure a Succession plan is in place to ensure key members of staff (Assessors, Internal Verifiers and lead IV) can be covered in the event of illness or career progression.
- HOD and Lead IV to ensure quality assurance procedures and processes have been followed and ALL record keeping is correct 3 weeks before a key member of staff leaves their post.
- In the event of assessors being the friends or family of a learner. All learner work should internally verified by another assessor. The possible conflict of interest must also be reported to the QN before any assessment takes place.

Fig 1 CAMERA

C	Candidates	A range of all candidates (gender, age, ethnicity etc.)
A	Assessors	Experience and qualifications, workload, occupational experience
M	Methods of assessment	Questioning, observation, testimony, Recognition of Prior Learning (RPL), use of simulation, product evidence, assignments, projects and tests
E	Evidence types	All types of evidence
R	Records	Plans, reports from tutors, assessors, correct assessment practices, Internal quality assurance records, learner and assessment records
A	Assessment locations	Workplace assessments, college, other assessment locations

Fig 2 **SAV CRAF**

S	Sufficient	Meets in full all the requirements of the standards of the awarding body.
A	Accurate	Is the information provided correct.
V	Valid	Relevant to the standards for which the evidence is claimed.
C	Current	Is the evidence recent enough for the assessor to be confident that the candidate/learner still has that same level of knowledge.
R	Reliable	Is the evidence a true representation of the candidates/learners knowledge or skills.
A	Authentic	Has the evidence been produced solely (unless peer or group activity) by the learner.
F	Fair	Does EVERYONE have an equal chance of meeting the standards. Equality & Diversity (SEN)

**This policy will be reviewed annually by the Quality
Nominee and Examinations Officer**