

Assessment and Internal Verification Policy

**Purpose**

* 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
* clear and accurate assessment plans are produced at the start of the course/academic year; this, along with all assignment briefs and assessment documentation, will be made available at the pupils’ request
* clear, published dates for handout of assignments and deadlines for assessment are produced
* learner’s evidence is assessed using only the published assessment and grading criteria
* assessment decisions are impartial, valid and reliable
* learner achievement if work is submitted late is not limited nor ‘capped’
* assessment procedures are developed that will minimise the opportunity for Malpractice
* accurate and detailed records of assessment decisions are maintained; these will be held securely for 3 years following certification
* a robust and rigorous internal verification procedure is maintained which will be overseen by the QN
* samples for standards verification/external examination as required by the awarding organisation is provided
* standards verification/external examination reports are monitored and any remedial action required is undertaken
* good assessment practice between all BTEC programme teams is shared; these will be half termly meetings facilitated by the Quality Nominee and will be scheduled at the beginning of the academic year
* BTEC assessment methodology and the role of the assessor are understood by all BTEC staff; this will be realised through staff induction and will be reiterated in the BTEC Quality Assurance Guide that is available to all staff
* resources to ensure that assessment can be performed accurately and appropriately are provided

**At the start of the year**

The Internal Verifier should request copies of all assignment briefs from Course Leaders/Assessors.Each assessment should be checked to ensure that it is of the appropriate quality and that the tasks will provide students with the opportunity to meet different grading criteria. Specifically, Internal Verifiers should check that the unit/course ensures the following:

* All grading criteria are covered
* Assignments are vocationally relevant
* Assignments are presented in a standard format
* An appropriate range of assessment methods are used
* There is a balance of assessment across the course and pupils are not being over-assessed
* Grading criteria is made available to pupils

St Edward’s School Record of Internal Verification should be used for this purpose. Timetabled weekly meetings are used for moderation in order to ensure that all BTEC teachers are using same grade criteria and are agreeable on marks. In the event of weakness of assessment, staff development and IV training will take place.

**Internal Verifier plan**

Also at the start of the year the Internal Verifier should draw up a schedule for internal verification for their programme ensuring that:

* All modules and their Course Leaders/Assessors are indicated
* All pupils taking each unit/module are listed
* The range of assessment methods are covered
* Internal verification is ongoing during each term

**Selection of work**

Internal Verifiers should aim to cover:

* The range of work produced by pupils - e.g. presentations, written assignments, practical work, artefacts, etc.
* As many grades as possible: e.g. Refer, Pass, Merit, Distinction.
* In the case of new Course Leaders/Assessors, the sample of work for verification may need to be increased. This should be agreed between the IV and QN.

**Internal verification of assessment decision**

Since the aim of internal verification is to review pupils’ work to check that assessment is accurate and consistent, verifiers will need to re-mark the pupil’s work, checking to see that they agree with the assessment decision.

Two processes could be followed when verifying:

* Look at the work submitted as a whole, then check against assessment and grading criteria;
* Look at assessment/grading criteria and identify within the work submitted where the evidence is found.

The Internal Verifier may choose whether to look at the Assessor’s comments before or after carrying out the Internal Verification (blind marking). NB: Internal verification should take place as soon after assessment as is possible.

1. **Feedback and follow-up**

The St Edward’s School Record of Internal Verification (assessment decisions) should be completed and decisions should be clearly stated and explained. Copies of the Internal Verification record should be passed to the Assessor /Course Leader.

1. **Sample size**

For each unit/module a minimum of 4 assessment decisions should be internally verified to correspond with Pearson guidelines for External Verification.

In the case of new assessors the sample of work may need to be increased and this should be agreed with the Course Leader and QN.

1. **Allocation of time for internal verifiers**

This will be allocated within the school's timetable; accounting for statutory PPA time.

1. **Interpretation of National Standards**

Where there is a query over the interpretation of National Standards, the Internal Verifier should contact the QN and/or Senior Teacher who, if required, will liaise with Pearson for clarification.

|  |
| --- |
| ***RESUBMISSION OF WORK:****Pupils should always aim to produce their best work and pass each assessment on the first submission. However sometimes submitted work may just fall short of the examination criteria. In this case your Assessor will ask the Lead Internal Verifier to authorise a resubmission of evidence. This is the pupil’s opportunity to improve their work and assessment grade.**Only one resubmission opportunity is allowed for each assessment, but it is important that the students understand that they are not guaranteed a resubmission. Permission for this to happen is at the discretion of the Lead Internal Verifier and they will assess the resubmitted work to make sure that all of the criteria listed below are met;*1. *Pupils have met the first submission date or an agreed extension first submission date*
2. *The Assessor has judged that you will be able to produce improved evidence without any further assistance*
3. *Your assessor has authenticated the evidence submitted and the pupil has signed and dated their own declaration of authenticity*

*If these criteria are not met, the Lead Internal Verifier will not be able to authorise a resubmission.**If the pupil is authorised for a resubmission of evidence they will be given a resubmission date that is within 15 working days of you receiving feedback. The student must resubmit their improved work, by this date, for the assessment to count towards their BTEC qualification.* |