|  |
| --- |
| **Internal Verification Policy for Pearson Edexcel** |
|   |



|  |
| --- |
| **Policy Title**  |
| **Internal Verification Policy For Pearson Edexcel** |
| Version Number | 1.1 |
| Policy Implementation Date | 01 JAN 2021 |
| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
| Approved by Senior Management | 01 JAN 2021 |
| Approving Signature | Angela Mollan |
| Policy Review Date | 01 JAN 2024 |

# Internal Verification Policy

## Aim:

1. To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level-Level 3)

2. To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.

3. To ensure that the Internal Verification procedure is open, fair and free from bias

4. To ensure that there is accurate and detailed recording of Internal Verification decisions. In order to do this, [add centre name] 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

• 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.

**The following is an extract of Peregrinate Ltd. Assessment & Internal Verification Policy. This can be found along with our other policy documents on our website under** [**Our Policies**](https://peregrinate.school/about-our-company/297-2/)[**https://peregrinate.school/**](https://peregrinate.school/)

# Assessment & Internal Verification Policy

Assessment will be carried out on a regular basis by qualified assessors, where tutors are working towards the TAQA Assessor Award; their decisions will be checked and countersigned by a qualified assessor.

Assessment decisions will be given to learners within one working week, and constructive feedback will be given. Where further work is required from a learner a reasonable resubmission date will be negotiated with the learner.

All of the delivery/assessment team will hold regular minuted meetings, some of which will be standardisation meetings to ensure fair assessment is carried out. Evidence must be judged valid, reliable and sufficient.

If a learner disagrees with any assessment decision they will have access to an Appeals Procedure which will be explained at the beginning of the programme of study and reinforced throughout the course.

It is the policy of Peregrinate Ltd to carry out 100% internal verification for the first twelve candidates registered for any new or additional award offered by the centre. Thereafter, internal verification will take the form of sampling. The level of sampling will relate to factors such as the complexity of the award and the experience of the assessor, however internal verification will be carried out across all the modules, across all the assessors, and as required to meet the relevant awarding body requirements.

The internal verification sampling system consists of:

* checking assessment plans / records / feedback and future actions for reliability and authenticity and ensuring that they are valid
* internal verification document giving feedback notes and actions to assessors
* internal verifier meeting records
* external verifier notes / recommendations

All internal verification will be carried out by personnel who hold a minimum of A1 (or D32, D33) & V1 (or D34).

Assessors and internal verifiers will hold regular minuted meetings to review operational and quality issues.

Internal Verifiers will be responsible for:

* ensuring that all assessments carried out are valid and reliable
* advising and supporting assessors
* keeping accurate records of assessment and internal verification.

They will do this by:

* advising and supporting assessors
* sampling assessments throughout the assessment process
* monitoring and sampling the work of assessors for which they are responsible
* verifying assessment practice.

It is not acceptable for Internal Verifiers to internally verify evidence that they have assessed.

The following Links are useful to all involved:

[Peregrinate Assessment & Internal Verification Policy](https://peregrinate.school/about-our-company/297-2/)

[BTEC Centre Guide to Internal Verification](https://qualifications.pearson.com/en/support/support-topics/assessment-and-verification/btec-assessment-and-verification-tools.html)

[BTEC Centre Guide to Standards Verification](https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/Standards_Verification_BTEC_NQF_Firsts.pdf)

[Assessment & verification tools/ templates](https://qualifications.pearson.com/en/support/support-topics/assessment-and-verification/btec-assessment-and-verification-tools.html)

[BTEC Centre Guide for Lead Internal Verifiers](https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/BTEC-Centre-Guide-to-Lead-Internal-Verifier-final-2018-2019.pdf)