PEARSON ASSESSMENT AND INTERNAL VERIFICATION POLICY

Company Operations

ADO SERVICES C.I.C.

Incorporating ADO River Valley School

Version 1.3P ©2023-2024

Current Version Valid from October 2023

Next Scheduled Review October 2024

2023-2024

1. Pearson Assessment and Internal Verification Policy Overview

ADO River Valley is committed to providing strong leadership to all employees in all matters involving examination scenarios. Relevant ADO River Valley employees are all aware of the importance of this policy and strive to ensure that it is adhered to. This policy is closely aligned to the Pearson document, 'BTEC Internal Verification Guide'. The Pearson Assessment and Internal Verification Policy is valid for the following services;

ADO River Valley School – ADO Training Centre

2. Introduction

This document is intended for ADO River Valley Directors, Senior Leadership, Assessors, Internal Verifiers/ Lead Internal Verifiers/ Quality Nominees/ Examination Officers and all relevant Personnel.

3. Policy Aims

The aims of this policy are to:

• To ensure there is an accredited Lead Internal Verifier in each principal subject area (BTEC Entry Level-Level 3). By doing this, we are ensuring that standardisation is taking place across all course offers.
• To ensure that Internal Verification is valid, reliable and covers all assessors and programme activities.
• 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.

In order to achieve the above aims, ADO River Valley will:

• When 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 implemented.
• All centre assessment instruments are verified as fit for purpose.
• There is an annual Internal Verification schedule in place, which is linked to assessment plans and OSCA protocols.
• There are appropriately structured samples of assessments from all programmes, units, sites and assessors, which are 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.
This Internal Verification policy covers qualifications in BTEC and Functional Skills (bar L1/2 Functional Skills as ADO River Valley opt for remote invigilation for these) from Entry level to level 7 BTECS. This also includes Qualifications Credit Framework (QCF) accredited BTECs, which includes specialist qualifications from 2010 and BTECs which have been accredited for all learners on the National Qualifications Framework (NQF). Internal Verification must be supported by ADO River Valley. It can be undertaken in a number of ways, including;

• ADO River Valley will have an assigned team of Internal Verifiers who will have regular meetings to ensure standardisation of procedures.
• Internal Verification processes will be discussed with all members of the delivery team to ensure they understand. This will be published either online or recorded in the relevant folder for staff to refer to.
• Internal Verifiers and Assessors will draw up schedules for Internal Verification to ensure timely implementation.
• All Assessors are involved within the internal verification role and standardisation meetings will be conducted and are seen as pivotal staff development. Adequate time will be allocated for these processes.
• The Lead Internal Verifier, BTEC programme leads and Quality Nominee will work together and monitor the Internal Verification process.

4.1 Internal Verification of Assignment Briefs

Resources required to complete the internal verification of assignment briefs are;

• Unit specifications
• Assignment briefs
• Internal verification of the assignment brief form

4.2 Feedback for the Assessor

Internal Verifiers should use the feedback section of the Pearson Internal Verification Form to provide advice and guidance to the assessor. If the Internal Verifier (IV) identifies the need for an action, the Assessor should complete this as needed and return it back to the Internal Verifier. The IV will authorise this prior to the assignment being used by learners. Clear actions should be provided by the internal verifiers and good practice should be commented on. Internal verifiers should use SMART principles – Specific, Measurable, Agreed upon, Realistic, Time-based. The internal verifiers should support the assessors if they require further guidance or instructions.

5. Internal Verification of Assessments

To complete an internal verification, the following resources are required;

• The relevant unit specification.
• The relevant assignment brief.
• The Learner's work and accompanying assessment record.
• Internal Verification of Assessment Decisions Form.

Please note that for ADO River Valley, we currently work with the MyBTEC portal where IVs can review all of the above criterions and provide feedback to the assessor in the way of approval, or action points before approval.

5.1 Internal Verification Sample

Throughout each BTEC programme, sampling from assessors should cover the following;

• Every assessor involved.
• Every unit of the BTEC programme being delivered.
• Work from every assignment.
• Full range of assessment decisions made.
• The Assessor's experience.
• If an Assessor is new or inexperienced, they should have more of the work internally verified to ensure they understand and follow the correct measures.
• New BTEC Programmes – The samples required should be introduced when a new programme starts.
• The Group of Learner size.
• If there are any known issues towards the internal verification.

5.2 Internal Verification Plan

At the start of any BTEC course, internal verifiers will liaise to plan an appropriate sample size. As we are a small school, LIV's will work with Standards Verifiers which are assigned to the course from Pearson. ADO River Valley IVs/LIVs are continually supporting assessors and other staff members in the way of quality- working together regularly as opposed to that in a larger, more traditional school.

The sample size will vary depending on;

• The Assessor's Experience (less experience will require additional sample material.
• New programmes (if a programme has not been delivered before, extra sampling must be in place.
• Significant changes to the delivery of the unit; this will require additional sampling to ensure all is accurate.
• Feedback from the Standards Verifier from previous years could sway the sample requirements and may require additional sampling.

5.3 Internal Verification of Assessment

The Internal Verifier will review the Assessor's judgement of the completed student's work. The Internal Verifier will review the learning aim, unit content, assessment criteria and assessment guidance. The Internal Verifier should also review the feedback which the Assessor has provided with Learner to ensure it is accurate and links to the assessment criteria.

6. Learner & Staff Responsibilities

The Learner and each of the staff members involved in delivery the BTEC have specific responsibilities they are expected to follow;

Learner:

• Each learner should receive an induction, progress monitoring and should be informed of all aspects of assessment.
• Each student will agree to submit work that is their own; they should be able to confirm authenticity of the work.
• Each learner will receive assessments from their assessor.
• Each leaner agrees to meet any deadlines which are set by their assessors.
• Each Learner will be made aware of deadlines, authenticating work and the importance of submitting their own work, BTEC standards, submissions and appeals.

Programme Leader:

- The Programme Leaders are responsible for managing the BTEC programme. This includes the delivery of the programme, assessments, ensuring all units are covered and understanding the grading criteria.
- The Programme Team will work together to ensure the assessment plans are completed and plans are put in place for the delivery of the programme. Reasonable timescales will be planned in to be met.
- They will confirm the programme entry requirements.
- Units will be selected by the Programme Team which are relevant to the Learner's needs and course.
- They will discuss and plan which resources are required to successfully deliver the BTEC units and programme.
- Any BTEC programme hand-outs / documentation which are available either online or via paper, will be developed by the Programme Team to ensure the content is accurate.
- The Programme Lead will securely store any completed and marked work which has been given to them by the Assessors. This work will be securely stored by the Programme Lead.

Assessors:

• The programme Assessors are responsible for following the national standards and ensuring Learner's work is assessed against this, along with the assessment plan.
• Ensure authenticity of Learner's work.
• Provide feedback to Learners.
• Records and follows each Learner's progress and achievements (on paper and electronically).
• Will complete any required standardisation training.
• Will design, adapt and use assessments to effectively plan the delivery programme.
• Work with each Learner to plan the next steps.
• Will oversee resubmissions which have been authorised.
• At all times, the Assessors will complete any actions deemed as required by the Internal Verifier.
• Assessors will give completed, marked work to the Programme Lead as soon as it has been completed. This will be stored securely by the Programme Lead.

Internal Verifier:

• The Internal Verifier will check content and assessments to ensure it is all complete, reasonable, reliable and consistent.
• Any assessment decisions will be checked to ensure they meet national standards.
• Carry out Internal Verification of each assessor and their units. This is to ensure they are following the Internal Verification plan. The Internal Verifier will provide the assessors with feedback and advice of any actions required.
• Regular standardisation meetings will be arranged and scheduled by the IV.
• When checking assignment briefs, the Internal Verifiers should ensure that;

- The unit and programme details are correct.
- There are clear deadlines for assessments.
- Assessment criteria for the units of each assignment should be present.
- Relevant assessment criteria for each task/unit should be included.
- It is clearly stated what the learner needs to provide for evidence.
- Instructions are clear to help learners submit appropriate work.
- Is set at a level appropriate to the programme.
- Has a realistic time period.
- Uses suitable vocational language.
- Is presented clearly.
- If assignment briefs are being utilised from previous years, they must be checked to ensure the dates and deadlines have been updated to be correct for the current learners and programme.

- All assignment briefs should be regularly reviewed to ensure the content remains accurate and relevant.
- A Pearson Internal Verification Form is completed to internally verify check that the dates and deadlines are appropriate. This is for all Pearson authorised assignment briefs (AAB).

Lead Internal Verifiers:

• Are responsible for ensuring and overseeing the BTEC programmes' quality standards.

• Ensures a high standard of quality during the programme is adhered to.

• The Lead IV will internally check and confirm IV assessors' marking.

• Accesses the standardisation materials.

• Works with the Programme Team to thoroughly work through the standardisation material.

• Checks and approves the BTEC assessment plans.

• Check content and assessments to ensure it is all complete, reasonable, reliable and consistent and of a high standard. The Lead IV will note corrective actions as needed and ensure they are completed.

• Provide feedback as required and advise of any training to the Programme Team and Pearson accordingly.

• Valid Resubmissions will be checked and authorised if they meet the standards and required criteria.

• Ensures suitable and effective systems are in place to store Learner's electronic and paperwork and records.

• Regularly check the BTEC programme files and review accordingly.

• Will be required to participate in formal stages of any appeal.

• Will arrange and schedule regular meetings for standardisation for each subject team.

• Liaise with the Quality Nominees and Standards Verifiers regularly through meetings to ensure the programme is being delivered effectively.

Standards Verifier (SV):

• Standards Verifiers are appointed by Pearson.

• Will maintain effective methods and plans for the smooth running of the internal verification for BTEC programmes.

• Will record assessments and internal verifications effectively and maintain recorded documentation of this.

• Will liaise with the BTEC Lead Internal Verifiers for the relevant centres and will request standards verification of each BTEC programme learner's work from a sampling schedule.

• All sampling will be completed in line with Pearson's standards verification published requirements.
• Will review the consistency and accuracy of assessments as compared with the assessment decisions of the centre BTEC assessors.
• Will confirm if the learner's submitted work meets the assessment criteria required and confirms the submitted work is authenticated by the Assessor.
• Will check that there have been timely, regular and effective internal verifications on assignments, assessments and feedback to learners.
• Provides feedback to the Lead Internal Verifier on the standards verification decisions.
• Completes an online report to identify whether national standards have been met or not. This includes any actions such as re-sampling.

Quality Nominee (QN):
• The effective management of BTEC programmes is one of the QN's responsibilities. They are expected to encourage and promote good and effective practice.
• Is the main point of contact for BTEC.
• All Standards Verifiers will discuss with the QN as the main point of contact.
• Ensure Standards Verifiers are able to conduct their role by having regular liaisons with the BTEC practitioners and Internal Verifiers.
• Ensures and supports as needed that the Lead Internal Verifiers complete the induction to OSCA and download the required standardisation materials for dissemination to the BTEC programme teams.
• Will notify Pearson of any programme and staff changes and update Edexcel online accordingly.
• Will complete annual Quality Management reviews after liaising with the Centre Quality Management Reviewer.
• Will monitor approvals and review dates and will ensure the accuracy of approved programmes.
• Ensure students are registered on to the approved BTEC programmes.
• At the start of the year, the Quality Nominee will plan the internal verification programmes. They will put a plan in place to ensure internal verification happens throughout the year.
• Will brief the programme teams on quality assurance processes. This includes registration of Lead Internal Verifiers, Quality Management Review and Standards Verification process.

7. Submission of Evidence

7.1 Submission

Learners are allowed to only complete one submission for each assignment. When work is due to be submitted, the Learner should sign and date a declaration of learner authentication document to confirm that the work the Learner is submitting is their own. The Assessor will complete confirmation to advise that the work submitted is the Learner's work. The Assessor will formally record the assessment result and provide feedback whether it meets the assessment criteria.

7.2 Resubmission of Evidence

The Lead Internal Verifier is the only staff member who can authorise the resubmission on work. Resubmissions need to be fair for all Learners who are resubmitting. The Assessor will oversee any resubmissions the Leave IV has authorised. In order for a resubmission to be allowed, the following guidelines must be met;

• The Learner has met all previous deadlines. This includes any unit/assignment deadlines and the original submission deadline.

• The Learner should be able to provide improved evidence without further guidance for their work. This will be judged by the Assessor.

• Any evidence being resubmitted must have a signed and dated learner declaration of authenticity. The Assessor must authenticate this and also sign to confirm the evidence if the Learner's own.

If all of the above conditions are not met by the Learner, then the Lead Internal Verifier is not to allow a resubmission of evidence. Resubmissions must be made within 15 working days of the date the Learner received the initial assessment result. These 15 working days must be within term time and will be recorded on the assessment record.

8. Key Times

For future years, now we have registration, one Lead Internal Verifier should be allocated and registered on Edexcel Online for each BTEC programme by 1st September. The Lead Internal Verifier will not undertake all of the internal verification throughout the year as they also hold an assessor role for certain units. However, the LIV will be responsible for creating the Assessment Plan by 1st September. The Programme Leads should set out internal verification of assessment decisions in Assessment Plans by 1st September. This is part of the planning process and should be uploaded to the school website. This plan should include each unit and assignment within a BTEC programme and the proposed dates. These dates must be timely and reasonable.

Although we always aim to work towards the key date of September 1st, it is not always realistic and measured. Namely due to the fact that we are a very small SEMH provision who accept referrals mid-way through the cohort year, and secondly due to the students needing more time (historically the first term) to determine which courses they wish to study. As we are a KS4 provision, we do not

have the benefit of working through options in year 9. We are a small provision and therefore do enrol students on to courses at alternative times to other provisions.

The Lead Internal Verifier is responsible for ensuring all Assessors for each BTEC programme are registered with MyBTEC by 10th September.

Elected Lead Internal Verifiers should have achieved accredited status by 1st October by undertaking online standardisation through OSCA on Edexcel Online, however, due to any staffing allocation changes any new LIV will undertake OSCA standardisation by the 31st January 2024.

9. Storing Learner's Work

Learner's work will be filed in secure storage once it is handed in. Upon Learners receiving their programme certification, their original work will be scanned and saved electronically. The original Learner's work will be stored for up to 12 weeks and may be returned to the Learner. Assessment records, feedback documents and any other associated Internal Verification documentation, along with the electronic copies of the Learner's work, will be kept saved electronically for a minimum of three years. Any electronic documentation will be saved on a secure, password protected drive. Any paperwork will be stored in a secure locked filing unit. These records will be kept for a minimum of three years to ensure they are available should there be an audit by Pearson, certification issues or if a Learner was to appeal. The following documents should be stored securely by the Programme Leads for a minimum of three years after completion;

• A record of the work completed by each learner, including the assignment criteria for each unit.

• A record of the unit grades and marks achieved for each unit.

• IV records for confirmed assignment briefs.

• IV records for the checked sample of each unit, selected from the learner's work.

10 Review

All ADO River Valley policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO River Valley procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO River Valley Library is part of our Release Management.

11 Contact

This document was produced by the ADO River Valley Operations team in partnership with Avensure Ltd. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO River Valley Chief Operating Officer by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to the Chief Operating Officer or in writing c/o Chief Operating Officer, 126 Upper Wickham Lane, Welling, Kent, DA163DP.

12. Additional Links & Reference

To find out more about Assessment and Internal Verification, you may wish to access the following guides and templates; please visit the Pearson website.