

BTEC Assessment and Internal Verification Policy 2025-26

We ensure that:

- Assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals;
- The assessment procedure is open, fair and free from bias and to national standards;
- There is accurate and detailed recording of assessment decisions;
- There is an identified and appropriately experienced Lead Internal Verifier in each principal subject area (Level 1/2 and Level 3);
- Internal Verification is valid, reliable and covers all Assessors and programme activity;
- The Internal Verification procedure is open, fair and free from bias;
- There is accurate and detailed recording of Internal Verification decisions;
- External assessments/PSAs are conducted within the set timeframe;

BTEC PLs are responsible for:

1. Ensuring that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
2. Producing a clear and accurate assessment plan at the start of the programme/academic year
3. Providing clear, published dates for handout of assignments and deadlines for Assessment
4. Assessing learner's evidence using only the published assessment and grading criteria
5. Ensure assessment practices meet current BTEC assessment requirements and guidance
6. Ensuring that assessment decisions are impartial, valid and reliable
7. Not limiting or 'capping' learner achievement if work is submitted late
8. Developing assessment procedures that will minimise the opportunity for plagiarism and assessment malpractice
9. Maintaining accurate and detailed records of assessment decisions
10. Maintaining a robust and rigorous internal verification procedure
11. Providing samples for standards verification/external examination as required by the awarding organisation, to meet published/required deadlines.
12. Monitoring standards verification/external examination reports and undertake any remedial action required
13. Sharing good assessment practice between all BTEC programme teams
14. Ensuring that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
15. Providing resources to ensure that assessment can be performed accurately and appropriately.
16. Maintain and store securely all assessment and internal verification records in accordance with Pearson Approval Centre Agreement

17. Complying with the requirements as set out in the Pearson Centre Guide to Assessment.
18. Where required by the qualification, appoint a Lead Internal Verifier appropriately for each subject area, who is registered, annually, with Pearson and has completed standardisation with the programme team
19. Ensuring that each Lead Internal Verifier oversees effective Internal Verification systems in their subject area
20. Ensuring that staff are briefed and trained in the requirements for current Internal Verification procedures by the end of September each year.
21. Ensuring that effective Internal Verification roles are defined, maintained and supported Internal Verification is promoted as a developmental process between staff
22. Ensuring that Standardised Internal Verification documentation is provided and used (utilising the relevant Pearson templates)
23. Ensuring that all centre assessment instruments are verified as fit for purpose
24. Ensuring that an annual Internal Verification schedule, linked to assessment plans, is in place (utilising the relevant Pearson templates)
25. Ensuring that an appropriately structured sample of assessment from all programmes, units, sites, cohorts and Assessors is Internally Verified, to ensure centre programmes conform to national standards
26. Ensuring that secure records of all Internal Verification activity are maintained (and retained to meet Pearson requirements) by the relevant Lead IV.
27. Ensuring that the outcome of Internal Verification is used to enhance future assessment practice as part of the annual faculty improvement cycle
28. Ensuring the that requirements, as set out in the Pearson Centre Guides, for Internal Verification and Standards Verification, are complied with.
29. Ensuring that PSAs/External assessments are conducted within the prescribed regulations set by Pearson, including within the set timeframe.

The Quality Nominee is responsible for:

1. Appointing an appropriately qualified Lead Internal Verifier for each subject area, who is registered with Pearson and has undergone the necessary standardisation processes by the end of the end of September each year (except where deadlines are amended by Pearson).

Timeline for key processes:

Half Term	Key process
1	<ul style="list-style-type: none"> ● QN confirms Lead IVs for each subject area and ensures records on OSCA are accurate ● Lead IVs ensure that standardisation is undertaken across all assessors for their qualification and ensure this is record in edexcel online ● Lead IVs ensure that all assessors are briefed on any new changes for the academic year and that processes are in place to support new assessors, including “buddying” ● Lead IVs ensure that their assessment plans and internal verification plans are in place ● Programme Leaders liaise with the Examinations and Data officer to ensure accurate registration of new BTEC learners.

	<ul style="list-style-type: none"> ● Programme Leaders ensure that entries for PSAs/externally assessed units in winter are made
2	<ul style="list-style-type: none"> ●
3	<ul style="list-style-type: none"> ● Programme Leaders will liaise with the relevant SV to ensure that sampling activities are completed successfully according to Pearson requirements (which differ depending on the programme and risk rating) ● Programme Leaders ensure that entries for PSAs/externally assessed units in summer are made
4	<ul style="list-style-type: none"> ● Programme Leaders will continue to liaise with the relevant SV as required
5	<ul style="list-style-type: none"> ● Programme Leaders will continue to liaise with the relevant SV as required. Sampling should be finalised by the 15th May.
6	<ul style="list-style-type: none"> ● Programme Leaders will continue to liaise with the relevant SV as required, including where an additional sample is required. ● Programme Leaders will liaise with the Examinations and Data Officer to ensure accurate and timely certification.

Internal Assessment:

- Assessment plans are put in place for each academic year by the Lead IV. Where these need to change during the year changes must be clearly communicated and version numbers used to create an audit trail. Reasons for the change should be noted.
- Assessment plans need to include the names of assessors and Internal Verifiers as well as the schedules and deadlines for assignments, internal verification, resubmissions and external assessments.
- Assessment plans need to give due regard to the appropriate scheduling of units (e.g. size and time), the school calendar and timings of external assessments. Feedback should be sought from assessors and learners at the end of each year so that modifications and improvements can be made for the following year (if necessary)
- Assessors must speak to the Lead IV about any conflicts of interest. These will be discussed with the Examinations and Data Officer so that appropriate Pearson and JCQ guidelines can be followed.
- Only one submission is allowed for each assignment. The Assessor must ensure that the result is formally recorded in the school's tracking sheet and confirm the achievement of the specific assessment criteria.
- Assessors must ensure that learners included a signed and dated declaration of authenticity for each assignment. Assessors must ensure that work is authentic and should refer to the malpractice policy if this is suspected.
- Lead IVs can authorise a resubmission if the learner has met their deadline / agreed extension and the assessor judges the learner can improve without additional guidance and where work has been properly authenticated.
- In case of resubmission the Lead IV must ensure this is formally recorded on the assessment record and a deadline no longer than 15 working days is given (full working day equivalents will be used in the case of a part-time student)
- One retake opportunity is also permitted where the pass criteria has not been reached. This must be authorised by the Lead IV and must be for exceptional circumstances. The retake must be on a new task which is aimed solely at the pass criteria which were not achieved.
- Lead IVs can agree assignment extension deadlines where appropriate. These should not be used to advantage a learner but can be awarded where there is a genuine reason such as absence due to illness.

- When giving feedback Assessors must follow the Pearson feedback stages (see the Centre Guide to Internal Assessment). This places constraints on what feedback can be given during the general Teaching and Learning, Assessment and post-assessment phases. In particular during the assessment phase learners cannot be given specific feedback on assessment criteria.
- Lead IVs will ensure that systems for tracking and recording learner assessment record information are in place – in general this will be stored electronically (complying with GDPR) on google tracking sheets.

Internal Verification:

- With reference to the BTEC Centre Guide to Internal Verification Lead IVs need to ensure that internally assessed units:
 - Have assignment briefs which are fit for purpose
 - Are assessed accurately and to the relevant national standards
 - Are consistently assessed and graded across the programme.
- No assessor can IV their own work.
- The Lead IV will produce an assessment and IV schedule each year in September which meets Pearson requirements.
- Lead IVs will ensure they retain records of their processes (e.g. assessment tracking and recording) for a minimum of 3 years (and all learner work for a minimum of 12 weeks after certification)

Assignment briefs:

- Lead IVs will ensure before the start of each assignment brief (issue to learners) that they have been Internally Verified. Usually all assignment briefs will be reviewed before the start of each academic year leaving only dates and deadlines to be checked during the year. Where appropriate the use of authorised assignment briefs should be considered.
- Lead IVs should ensure that supportive feedback is given to the assessor and that if actions are required these should be checked before briefs are issued to learners.
- In the unusual circumstances that learners transfer from other centres these assignments but be internally verified at this centre.

Assessment decisions:

- The Lead IV must ensure that the IV schedule (checking of assessment decisions) covers every assessor, every unit and that work from every assignment is sampled. This does not mean that work needs to be sampled from every learner.
- Where practicable work meeting each standard (e.g. merit, pass) is sampled.
- The schedule should be lead by a risk assessment and a greater level of sampling would be expected where programmes are new/changed or assessors are new. Equally if issues were identified in a previous cohort/sample for a particular assessor then a greater level of sampling would be required.
- The sampling process should check that the assessment criteria have been applied accurately and appropriately to the learner work and that the feedback from the Assessor to the learner is accurate and appropriate. Where feedback requires actions these must be applied to the entire cohort and not just the sample.
- The sampling process should take place in a timely manner shortly after the original assessment decisions were made and before results are made available to learners (to allow for any corrections which may be required).

Resubmissions

- The Lead IV should verify a sample of any resubmitted work which is assessed as meeting a higher grade than the original work.

Standardisation of marking for PSAs

- Programme Leaders will ensure that the exemplar materials for centres are used for internal standardisation of the assessment team prior to marking

- Programme Leaders will ensure that there is further standardisation of assessment decisions after marking and before submitting marks to Pearson for moderation
- Programme Leaders are responsible for ensuring that clear guidance is provided to the assessor teams regarding standardisation and moderation

Retention of learner work to meet Pearson requirements

- PLs will ensure that Learner work will be retained in line with Pearson's requirements.

Relevant Pearson Documents for 2025-26

- [Pearson Qualification Subject pages](#)
- [BTEC Centre Guide to Quality Assurance](#)
- [Assessment and verification templates](#)
- [BTEC Centre Guide to Standards Verification](#)
- [BTEC Centre Guide to Internal Verification](#)
- [BTEC Centre Guide: Lead IV](#)

P Wheatley, Quality Nominee

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