

The British International School Casablanca



INTERNAL VERIFICATION POLICY

Level 3 BTEC Business

1. The Internal Verifier should review all Assignments, including practical tests using the following criteria; -
 1. Is the Assignment/test title and aims relevant to the unit and outcome(s)?
 2. Is the context relevant to the Unit and outcome(s)?
 3. Do required tasks relate to the same active verbs as stated in the Unit specification?
 4. Are tasks clear and easily understood by Learners?
 5. Are timescales realistic?
 6. Will it be possible to confirm authenticity of Learner work?
 7. Are Assessment requirements clear?

2. The Internal Verifier is required to: -
 1. Validate Assessors' judgements (including grading decisions) against the standards
 2. Ensure consistent judgements across all the assessment team
 3. Ensure that Learners have equality of opportunity.
 4. Follow a common assignment template that includes Front Sheet, Learner's Brief and Assessment information.
 5. Provide feedback to the Assessor

3. When planning their sampling Internal Verifiers should address: -
 1. Experience and competence of Assessors
 2. A benchmarking of Unit(s) where possible
 3. Formative and Summative sampling
 4. Coverage of all assessment methods/evidence sources
 5. Coverage of all Units and all Assessors
 6. Keeping records for the External Verifier.

4. When monitoring assessment practice the Internal Verifier should look at:-
 1. The effectiveness of the planning
 2. The Assessor's interpersonal skills
 3. The accuracy of the judgements
 4. Quality of feedback to the Learner
 5. Giving feedback to the Assessor confidentially
 6. Keeping records for the External Verifier.

5. In standardising assessments the Internal Verifier should:-
 1. Ask Assessors to assess the previously unseen work
 2. Compare judgements across the Programme team
 3. Check accuracy and process.

6. In managing Programme delivery, Internal Verifiers should:-

1. Include Internal Verifiers in organisation quality procedures, meetings and manuals
2. Establish clear link for Internal Verifiers to the Senior Management Team
3. Ensure Programme files updated and available for the External Verifier
4. Establish system for implementing External Verifier action plans
5. Establish system for ensuring certificate claims endorsed by IV.
6. Plan which candidate work will be internally verified

Planning the Sample

The Internal Verifier is required to prepare a schedule of sampling activities by setting up a matrix of all Units, Assessors and Learners and to annotate this as each sample is completed.

A Sampling Plan is designed based on the following principles:-

- The Internal Verifier looks at Assessment decisions of all the Assessors in any given period (e.g. on a calendar basis or by Learner Cohort).
- The Internal Verifier must sample the full range of assessment methods used, e.g. assignment, case study, direct observation of performance of a task, professional discussion, question and answer.
- Select a benchmark unit or units, so that the Internal Verifier can compare the quality of Assessment across different Assessors and different Learners.

Factors to be considered: -

- There must be a sample of the full range of assessment methods used, (e.g. assignment, case study, direct observation of performance of a task, professional discussion, question and answer)
- For experienced Assessors: sample size is minimum of 2 Learners
- For new/inexperienced Assessors: minimum 10% sample in each grade band or 6 Learners (whichever is lower)
- Review assessment brief of all Units
- Further sample are taken for Assessors whose standards are not judged to be satisfactory at initial sampling: further samples should be taken, increasing in frequency and size.
- The Internal Verifier will have to adjust the Sampling Plan to ensure all Assessors are covered and all assessment types are covered.

Feedback to Assessors and Programmed Leader for Assignment Design and Assessment Decisions:

The monitoring of Assessments should also include the Internal Verifier observing Assessors in action (where appropriate); looking at how they conduct an Assessment and giving them feedback on their performance. When carrying out this task, the Internal Verifier uses the Internal Verifier Feedback to Assessor Form for monitoring and providing feedback to the Assessor.

1. Assessment Design: feedback to individual Assessor regarding an Assessment brief is given using the Internal Verification of Assignment Briefs Form followed by an Assessor Meeting.
2. Assessment Decision: feedback to individual Assessor regarding an Assessment brief is given using Internal Verifier Feedback to Assessor Form followed by an Assessor Meeting.