

BTEC Centre Guide to Internal Verification

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Introduction

This guide is designed for BTEC programme teams and provides essential guidance on planning and implementation of internal verification of BTEC qualifications.

The majority of BTEC units are assessed through internal assessment, which means that you can deliver the programme in a way that suits your learners and relates to local need. The way in which you deliver the programme must also ensure that assessment is fair and that standards are nationally consistent over time.

What is internal verification?

Internal verification is an essential part of BTEC delivery and assessment. It ensures that internally assessed units:

- have appropriate assessment opportunities
- are assessed accurately to national standards.

Internal verification is a process undertaken to check that:

- assessment and grading is consistent across the programme
- assessment instruments (assignments) are fit for purpose - i.e. they enable the learner to produce evidence which meets the targeted assessment criteria
- assessment decisions accurately judge learner evidence against the assessment criteria.

It is intended to be a supportive process and should encourage assignment writers and Assessors to develop good practice.

Which qualifications does this guide cover?

This guide covers all BTEC qualifications at all levels, from Entry Level-Level 7. This includes BTECs accredited on the Qualification Credit Framework (QCF) and the National Qualifications Framework (NQF). It does not cover BTEC qualifications accredited by SQA. For guidance on BTEC Security (SQA) qualifications, please refer to the BTEC Security Centre Management Handbook.

While the principles of internal verification are the same for all BTECs, there are slight differences in terminology between BTEC (QCF) Entry Level-Level 3, BTEC (NQF) and BTEC Level 4-7. Where relevant, these are identified throughout this guide.

Other essential guidance

This guide has been developed with three other guides, also available on the BTEC website: www.btec.co.uk/keydocuments

- BTEC Centre Guide to Assessment: Entry Level to Level 3
- BTEC Centre Guide to Assessment: Level 4 to 7
- BTEC Centre Guide to Managing Quality

BTEC qualification specification

The specification for each BTEC qualification is the document that programme leaders and teams must use as first point of reference for all planning and assessment. Specifications are accompanied by important assessment and delivery guidance which provide instructions and advice for each unit in the qualification. All BTEC specifications are freely available on the BTEC website: www.btec.co.uk

UK Vocational Quality Assurance Handbook

We use quality assurance to check that all centres are working to national standards. It gives us the opportunity to identify and provide support where it is needed in order to safeguard certification. It also allows us to recognise and support good practice. Every year we publish an updated UK Vocational Quality Assurance Handbook to explain our quality assurance processes for the coming academic year: www.btec.co.uk/keydocuments

Forms and templates

We publish a range of useful forms and templates for you to use in your centre: www.btec.co.uk/keydocuments. These forms are not mandatory, but we strongly recommend using them to help ensure that you are meeting requirements. They include:

- Assessment plan
- Assignment brief
- Internal verification of assignment briefs
- Assessment tracking documents
- Assessment records
- Internal verification of assessment decisions
- Tutor observation records and witness statements
- Learner declarations

The Internal Verifier

The Internal Verifier role

The Internal Verifier is a centre based role and it is of benefit to develop these skills across the delivery team in each principal subject area. The Internal Verifier should undertake verification of the following during the various stages of BTEC delivery:

- Assignment briefs
- Assessment decisions

Retaining Documents

Internal verification documentation, along with the assessment records, should be stored for a minimum of three years after certification. The internal verification process should be monitored in the centre, by the Lead Internal Verifier and the Quality Nominee.

Who should act as Internal Verifier?

It is expected that the Internal Verifier is one of the Assessors in a BTEC team. It is an excellent idea to develop the internal verification skills of the whole team over time, including new members of staff. This means the team is skilled rather than being reliant on one person. An Internal Verifier should have these areas of experience:

- Knowledge and understanding of the BTEC programme area or sector
- Experience of BTEC assessment requirements.

An Internal Verifier cannot internally verify assignment briefs they have written, or their own assessment decisions. Of course, sometimes where BTEC provision is small there may be only one Assessor delivering and assessing a BTEC programme. In this instance, somebody else needs to act as Internal Verifier and the next best person would be either someone with subject expertise OR someone familiar with BTEC assessment requirements - but both will need support. A subject specialist will need to learn about the BTEC assessment requirements; a BTEC practitioner from another sector will need support in understanding the subject being internally verified. It may be possible to outsource the internal verification function from a companion school/college delivering and assessing a BTEC from the same sector.

The Internal Verifier does not need a formal qualification to internally verify BTEC programmes. (However, it should be noted that Assessor and Verification qualifications such as the Level 3/ 4 Awards and Certificates in 'Assessing and Assuring the Quality of Assessment' are required for competence based programmes such as NVQ/SVQ).

The Lead Internal Verifier

Centres are required to identify and register one Lead Internal Verifier in each BTEC (QCF) principal subject area - BTEC programmes grouped together by subject - and each BTEC (NQF) programme.

It is not expected that the Lead Internal Verifier will undertake all of the internal verification for a principal subject area. This person is required to coordinate the internal verification procedure in the subject area and will work with staff to ensure that they are assessing and internally verifying to the national standard, using the standardisation materials provided by us.

- For **BTEC (QCF) Entry Level-Level 3**, the Lead Internal Verifier will need to achieve accredited status by undertaking online standardisation, using the OSCA system (Online Standardisation for Centre Assessors), which is accessed via Edexcel Online
- For **BTEC (NQF)**, the Lead Internal Verifier will need to register via OSCA and use the standardisation materials provided to train and standardise their programme team
- For **BTEC Level 4-7** there is no formal requirement for a Lead Internal Verifier, but the responsibility for monitoring and managing internal verification across a programme area still needs to be identified. Usually this will be done by a programme leader.

The Quality Nominee should monitor that Lead Internal Verifiers are registered appropriately via OSCA and that they have accessed the standardisation materials and followed the requirements, depending on the type of BTEC programme delivered.

Full details on Lead Internal Verifiers can be found in the **UK Vocational Quality Assurance Handbook**: www.btec.co.uk/keydocuments

Who should act as Lead Internal Verifier?

The Lead Internal Verifier is likely to be the programme leader or programme coordinator and should represent a principal subject area. One person can act as Lead Internal Verifier for more than one principal subject area, but in this case they should register for each principal subject and follow the standardisation process required by the qualification.

BTEC teams vary in size and you should consider carefully who should undertake the Lead Internal Verifier role.

It is often appropriate for the Lead Internal Verifier being the same person for both the NQF and QCF programmes however they will need to make sure they are registered for both programmes and follow the correct quality assurance system for the programme on which the learners are registered.

If there are a number of people delivering and assessing across a principal subject area, the Lead Internal Verifier should manage and coordinate the verification process. They should sample internal verification judgements from the team's Internal Verifiers.

If there are two people delivering and assessing in a principal subject area, the Lead Internal Verifier will be one of the two, and each will be involved in internally verifying each other's work. The Lead Internal Verifier will have more of a programme coordinating role.

If there is only one person delivering and assessing, we strongly recommend that this person acts as Lead Internal Verifier. This gives them formal recognition and access to the standardisation materials we provide. Obviously they cannot internally verify their own work, so arrangements need to be made to identify someone else to act as Internal Verifier – either someone with the sector knowledge, or someone with BTEC knowledge. Either way, they will need guidance. It is expected that the identified Internal Verifier will participate in standardisation activities.

Standardisation

When a unit or assignment is delivered and assessed by more than one person, standardisation must be carried out before any formal assessment and internal verification has taken place. The function of standardisation is to agree the standard by discussing and mutually assessing a sample of learner work to reach a consensus. This must be done with reference to the assessment criteria and assessment guidance provided by us in the qualification specification.

Once agreement has been reached, the Assessors can then assess individually the learner work they are responsible for. The internal verification process should then take place and it is acceptable for the Assessors to internally verify each other's assessment decisions.

Standardisation can also be used as a staff development tool. We provide standardisation materials for each principal subject area, which the Lead Internal Verifier accesses via OSCA. Further details can be found in the **UK Vocational Quality Assurance Handbook** here: www.btec.co.uk/keydocuments

Internal verification of assignment briefs

Timing

Assignment briefs must be internally verified before being issued to learners. If any issues are identified by the Internal Verifier, they should be addressed by the Assessor prior to issue. This will ensure the brief is fit for purpose and that:

- the tasks and evidence will allow the learner to address the targeted criteria
- it is written in a clear and accessible language
- the learner's role and tasks are vocationally relevant and appropriate to the level of the qualification
- equal opportunities are incorporated.

Planning

Assignment briefs should be written during the planning and preparation stage and consideration should be given to their internal verification before issue to learners at this time.

If you plan to re-use an assignment from the previous academic year, you should check that dates and deadlines are revised and that the assignment is appropriate for the new cohort of learners. It is good practice to review assignments regularly to ensure they are still fit for purpose and make improvements based on your experience of delivering and assessing them.

Resources needed

- The unit specification, outlining the unit content, assessment criteria and assessment guidance
- The assignment brief
- The internal verification form for assignment briefs.

A template is available on the BTEC website, although use of this is not mandatory. We strongly recommend that any template that is used considers the points below.

Internally verifying assignment briefs

The Internal Verifier should check that the brief:

- has accurate unit details
- has accurate programme details
- has clear deadlines for assessment
- shows all relevant assessment criteria for the unit(s) covered in the assignment
- indicates relevant assessment criteria targeted against each task
- clearly states what evidence the learner needs to provide
- is likely to generate evidence which is appropriate and sufficient
- is set at the appropriate level
- has a time period of appropriate duration
- uses suitable vocational language
- has a clear presentation format.

Giving feedback to the Assessor

The outcome of internal verification should be recorded on the form and this is an audit trail and should be signed and dated by Assessor and Internal Verifier. Rather than just ticking boxes, the feedback section on the form should be used to provide advice and guidance. A rigorous Internal Verifier will give pointers on both what can be done to improve the assessment process and areas of good practice. If action is identified by the Internal Verifier, the Assessor should complete this and return it to the Internal Verifier for sign off. Once the assignment is verified as fit for purpose, it may be issued to the learners.

Template Internal Verification forms can be found on the BTEC Key Documents webpage, under **Forms:** www.btec.co.uk/keydocuments. Please also see the Appendix for examples.

Assignments from other sources

There may be occasions where assignments may be used which have come either from published material or from other centres. These assignments still need to be internally verified to ensure that they match the specification that you are registering learners on, and that the assignments are appropriate for your learners and you have the resources to deliver them.

Pearson Authorised Assignment Briefs

A selection of Pearson Authorised Assignment Briefs is available. These can be found via MyBTEC: www.edexcel.com/btec/mybtec. They are also available on the specification pages of the BTEC website: www.btec.co.uk. It is not compulsory to use these assignments but we recommend you review them to ensure that your centre devised briefs are in line with national standards, and best practice for BTEC.

You must apply internal verification to the Pearson Authorised Assignment Briefs as follows:

Assignment brief option	Internal verification required
Use a Pearson Authorised Assignment Brief as published	An internal verifier must ensure that: <ul style="list-style-type: none"> • it meets the specific needs of your learners • it is current and relevant for your learners • the key information including hand out dates and submission deadlines are appropriate
Adapt a Pearson Authorised Assignment Brief to suit the needs of your learners	The internal verification process must be detailed and rigorous in order to ensure the assignment brief is fully fit for purpose.
Create your own assignment briefs if you think this will better meet the needs of your learners, or where an authorised assignment brief is not available	The internal verification process must be detailed and rigorous in order to ensure the assignment brief is fully fit for purpose.

You must record in your assessment plan that an Authorised Assignment Brief was used. If you wish, you may simply fill in the initial boxes of our internal verification forms to record this:

www.btec.co.uk/keydocuments

The latest versions of our internal verification forms provide the opportunity for you to identify when an Authorised Assignment Brief has been used and to comment on any changes made to it.

These forms can be found at www.btec.co.uk/keydocuments

Our Assignment Checking Service

You can also submit assignments you have written to our Assignment Checking Service. Your assignments will be reviewed by an expert who will check that you have understood and applied the relevant assessment requirements for BTEC, and provide feedback. The Assignment Checking Service can be accessed here: www.btec.co.uk/assignmentchecking.

When using this service always be careful to select the correct BTEC qualification from the drop-down list. Once your Standards Verifier is allocated to your centre, you should refer any further questions about assignment briefs to them.

Please note: This is a free support service and is **not** a replacement for internal verification, nor does it remove the need for standards verification. You must always internally verify all assignment briefs you have written to ensure they are fit for purpose and meet the specific needs of your learners.

Internal verification of assessment decisions

Planning

When the programme is being planned, internal verification of assessment decisions must also be planned. An internal verification schedule should be drawn up, covering every unit, every assignment and every Assessor, with proposed dates.

Internal verification must be carried out in a timely way throughout the year. It should not be saved until the end of the year. Effective internal verification will guide and support Assessors. Feedback from the Internal Verifier will aid their skills development.

Timing

For internal verification of assessment decisions to take place, formal assessment of learner work must have occurred. Assessment is a final assessment decision on assignment tasks in relation to the assessment criteria of each unit. It is the definitive assessment and recording of the learner's achievement. Therefore, this is the point when formal internal verification of assessment decisions takes place.

Assessment decisions should be internally verified as soon as possible after assessment, and not "end loaded". This will improve the quality of assessment and avoid disadvantaging the learners. It should take place before work is handed back to learners. If any inaccuracies are identified by the Internal Verifier, these can be corrected by the Assessor before results are made known to learners. If any issues are identified by the Internal Verifier, these should also be checked and fixed across the whole cohort, not just those learners who have been sampled.

As part of the wider Internal Verifier role it is useful to provide advice and guidance to Assessors on a regular basis. Where more than one Assessor is assessing a unit, standardisation should take place and the Internal Verifiers will have a role in this.

There are rules on how many times a learner can submit work for assessment. Please see the **BTEC Centre Guide to Assessment: Entry Level-Level 3** for further details:
www.btec.co.uk/keydocuments

Completing rigorous internal verification at the first submission stage should avoid issues around resubmission; the assessment decisions published to learners will have been fully verified and any issues already corrected. Therefore, if learners are allowed a second submission, you can be confident that the initial assessment is accurate and Assessors are standardised.

Internally verifying resubmissions

If learners request a second submission of evidence and this is agreed by the Lead Internal Verifier, it is good practice to also internally verify a sample of these. Where possible, try to include learners who were sampled in the first submission. This helps provide continuity.

Of course, you may also internally verify a resubmission from a learner who wasn't sampled in the first submission. If, however, the Internal Verifier identifies issues with the original assessment decision, then this raises questions about the effectiveness of the whole internal verification process.

e.g. A learner received a Pass grade at first submission and has resubmitted evidence to improve their grade. However, when sampling the resubmission, the Internal Verifier judges that the original Pass grade awarded was inaccurate.

Remember, if any issues are identified by the Internal Verifier, these should also be checked and fixed across the whole cohort, not just those learners who have been sampled.

For further details on assessment requirements, please see the **BTEC Centre Guides to Assessment:** www.btec.co.uk/keydocuments

Resources needed

- The unit specification outlining the unit content and assessment criteria
- The assignment brief
- The learners' work which has been assessed, showing a range of achievement wherever possible
- Record of assessment decisions and feedback to the learner
- The internal verification form for assessment decisions.

Templates are available on the BTEC website www.btec.co.uk/keydocuments. Although using these is not mandatory, we strongly recommend that any form which is used considers the points outlined below.

Internally verifying assessment decisions

The Internal Verifier reviews the Assessor's judgements against the learning aim, unit content, assessment criteria and assessment guidance as published in the qualification specification. They should check:

- the learner work against the assessment criteria and judge whether it has been assessed accurately. The assessment criteria represent the national standard and all BTEC learners are measured against this
- coverage of the unit content and assessment guidance to see if the Assessor has taken this into account - does the assessment reflect the breadth and depth of knowledge and understanding identified in the content? The Internal Verifier should judge whether the evidence is sufficient to warrant the assessment decision
- the feedback from Assessor to learner is accurate and linked to the assessment criteria

Remember, the Internal Verifier is judging the Assessor, not the learner. The focus of the Internal Verifier's judgement and feedback is the Assessor.

If the Internal Verifier judges that the work is inaccurately assessed, appropriate action must be identified on the internal verification form.

If inaccuracies are identified, the Assessor must re-assess the learner work in the light of the Internal Verifier's comments and it should be checked again by the Internal Verifier, signed and dated. It may be necessary for learners to do some additional work.

Giving feedback to the Assessor

The outcome of internal verification should be recorded on the form. This is an audit trail and should be signed and dated by Assessor and Internal Verifier.

Rather than just ticking boxes, the feedback section on the form should be used effectively. The Internal Verifier should give advice on what can be done to improve the assessment process. If action is identified by the Internal Verifier, the Assessor must complete this and return it to the Internal Verifier for sign off. When the Internal Verifier is satisfied that the work has been assessed accurately, the work can be handed back to the learners.

The internal verification sample

During the course of the programme, sampling should cover the following as a minimum:

- every Assessor
- every unit
- work from every assignment
- every assessment site (for multi-site centres).

The sample should be constructed in a way that assures the entire assessment process rigorously. There is no prescribed sample size but a well constructed sample should consider:

- the full range of assessment decisions made: work meeting distinction criteria, merit criteria, pass criteria, and no criteria, should all be included in the sample if possible
- the experience of the Assessor: new or inexperienced Assessors should have more work internally verified than an experienced Assessor
- new BTEC programmes: when a unit or programme is first introduced, the sample should be increased
- the size of the group of learners: there is a difference in sampling a group of 6 learners to sampling a group of 160 learners
- known issues with internal verification: these may have been identified by previous internal or external quality assurance processes and may increase the sample size.

Please remember that all assignment briefs must be internally verified before being distributed to learners.

Cross-centre support for internal verification

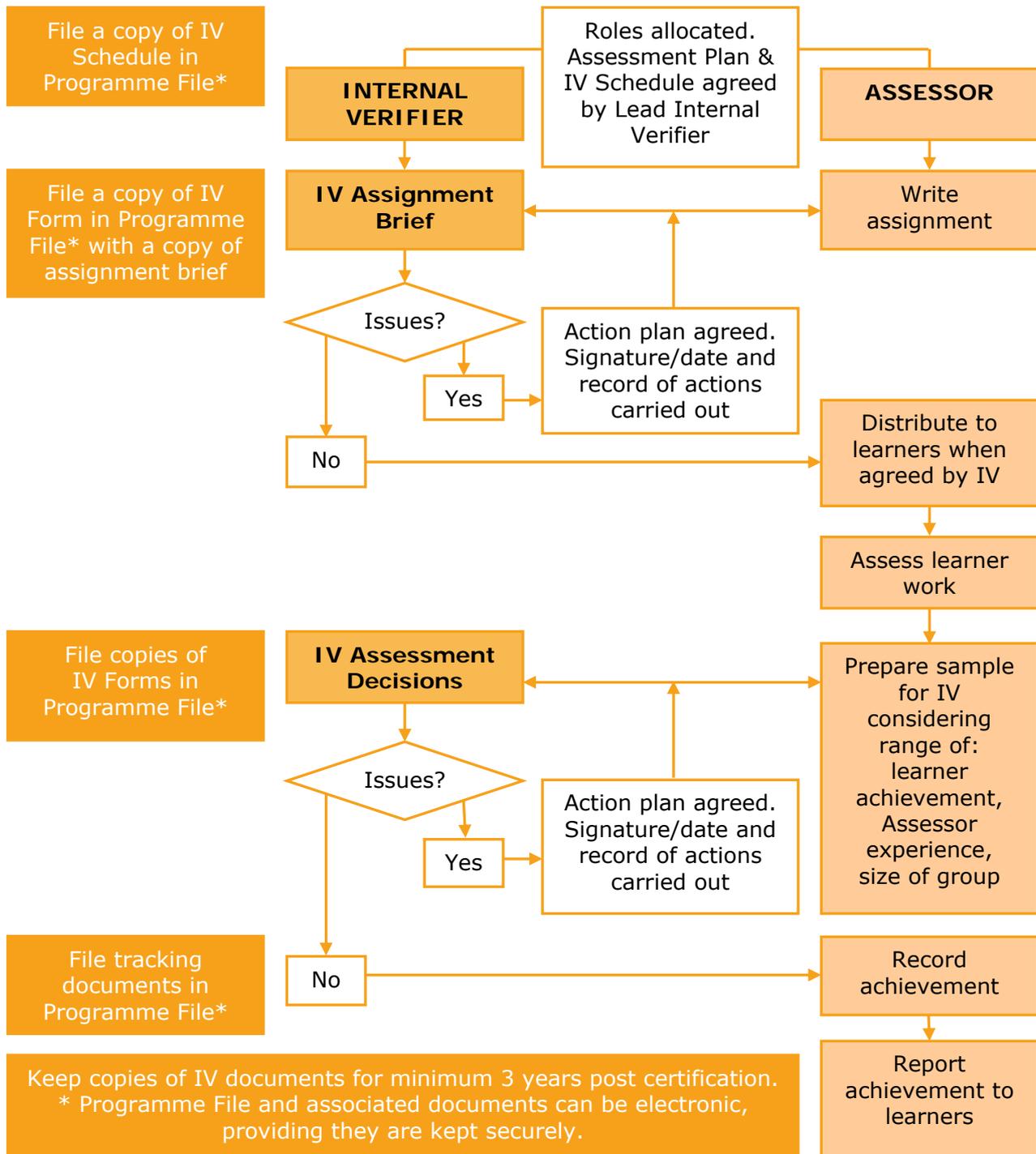
Internal verification can be undertaken in a number of ways, but it should be recognised and supported consistently across your centre.

The following are examples of expected practice:

- There is a recognised team of Internal Verifiers, who meet regularly to ensure standardisation of procedures
- There is an internal verification policy which promotes a rigorous commitment to quality improvement
- Internal verification processes are agreed and published so that they are clearly understood by all members of delivery teams
- BTEC internal verification forms are standardised across the centre
- Internal verification schedules are drawn up to ensure timely implementation of the process
- All Assessors are involved in the internal verification role
- Standardisation meetings are seen as pivotal staff development
- The time required to carry out internal verification is acknowledged.

Flowchart

This flowchart illustrates the order of activities undertaken by Internal Verifiers and Assessors in the internal verification process. The Lead Internal Verifier should monitor the process and ensure that all stages are completed accurately and in a timely manner.



Definition of terms

Term	Definition
Internal Verification	Quality check carried out in a centre. Looks at: <ul style="list-style-type: none"> • every assignment brief - is it fit for purpose? • a sample of assessment decisions in each unit - are they accurate and do they meet the national standard?
Internal Verifier	Carries out the quality checks above. Cannot internally verify own assessed work. Does not need formal Internal Verifier qualification for BTEC.
Lead Internal Verifier	Monitors and coordinates the internal verification process. Registers details and access standardisation materials on OSCA to use with the assessment team. Produces an assessment plan at the beginning of the programme.
Internal Verification Schedule	Plan drawn up by the centre to ensure all units and all Assessors are touched by internal verification during the year. The following should be quality assured by internal verification: <ul style="list-style-type: none"> • all programmes • all units • all Assessors • all assignment briefs • sample of assessed work for each unit/assignment Pearson does not specify the size of the sample, but the centre should ensure the process is rigorous.
Assessor	Designs the unit assignment brief; supports learners to achieve the unit assessment criteria; makes the final judgement of learner work and gives feedback on learner performance. Does not need formal Assessor qualification.
Assignment Brief	Tasks/activities which tell learners what to do to demonstrate skills/understanding/knowledge for each unit. Should be in a vocational setting, cross referenced to assessment criteria, using appropriate language. Should be internally verified before issue to learners.
Formative Feedback	Feedback from the Assessor, indicating level of achievement, cross referenced to assessment criteria. Should support learners, guiding them on what to do to improve achievement. Final feedback should only be given once internal verification of the unit is satisfactory.
Assessment Tracking	Unit level – kept by Assessor to show individual assessment criteria achieved. Learner can see progress in achieving the unit. Store safely for 3 years.
Internal verification sample	The Assessor submits the sample of assessed learner work according to the requirements of the internal verification schedule.
Assessment Record	A document showing achievement for each unit by each learner. Also ensures that the correct units have been delivered. Learner can see progress towards achieving the overall qualification grade. Store safely for 3 years.

Standards Verification	<p>Pearson quality check, which checks:</p> <p>assignment briefs - are they fit for purpose?</p> <p>assessment decisions in a sample of units - are they accurate and meet the national standard?</p> <p>Internal verification process - is it effective?</p> <p>Other quality assurance processes where appropriate</p> <p>If standards verification takes place, it has to be successful to release certification.</p>
Standards Verifier	<p>Pearson representative who is a sector specialist. Makes contact with the centre to organise the sample when appropriate and makes a judgement on the Assessor's decisions. Will 'release' certification if the sample is accurately assessed and internal verification process is effective but will 'block' certification if assessment is inaccurate or internal verification is ineffective.</p> <p>For UK centres - submits report on Edexcel Online. For international centres - submits form electronically.</p>
Standardisation	<p>Pearson provides standardisation materials for each level Entry to level 3 in a principal subject area. The Lead Internal Verifier will access the materials for the appropriate BTEC programme to help standardise the Assessors.</p> <p>If more than one person teaches/assesses the same unit in a BTEC programme, standardisation of assessment to be carried out before assessment and internal verification.</p>
Quality Review & Development	<p>Annual quality assurance visit covering all BTEC qualifications Entry Level to Level 3. Scrutiny of internal verification process takes place, to ensure it is effective and monitored.</p>

Example materials

The following example materials may be used as a starting point to help plan and verify BTEC programmes. They are not mandatory, and may be amended to suit the requirements of your own centre. Blank templates of these documents are available on the BTEC website:

www.btec.co.uk/keydocuments

This section includes the following examples:

- BTEC Assessment Plan

BTEC (QCF)

- Internal Verification of Assignment Brief
- Internal Verification of Assessment Decisions

BTEC (NQF)

- Internal Verification of Assignment Brief
- Internal Verification of Assessment Decisions

BTEC Assessment Plan

Internal verification should be planned so that it detects any assessment issues early on in the assessment cycle. Remember, every unit, every assignment, every assessor and every site should be included in the internal verification process.

Programme Number & Title											
Unit No & Title	Assignment No & Title	Learning Aim	Assessment Criteria	Hand Out Date	Hand In Date	Assessment Date	IV Sampling Date	Resubmission Assessment Date*	Resubmission IV Sampling Date	Assessor Name	IV Name
Year 1											
Year 2											
Lead Internal Verifier Signature					Name					Date	
* Lead Internal Verifier must authorise any resubmissions. The learner must have met the initial deadline (or an agreed extension deadline) and authenticated their work. The resubmission date must be within 10 working days of the learner receiving the results of assessment.											

Internal verification of assignment brief: BTEC (QCF)

INTERNAL VERIFICATION – ASSESSMENT DECISIONS			
Programme title			
Assessor		Internal Verifier	
Unit			
Assignment title			
Is this assignment an authorised assignment brief published by Pearson? If so, has it been amended by the centre in any way? Please give details.			
INTERNAL VERIFIER CHECKLIST		Comments	
Is this assignment for whole or part of a unit?	W/P		
Are accurate programme details shown?	Y/N*		
Are accurate unit details shown?	Y/N*		
Are clear deadlines for assessment given?	Y/N*		
Are the assessment criteria to be addressed listed?	Y/N*		
Does each task show which criteria are being addressed?	Y/N*		
Are these criteria actually addressed by each task?	Y/N*		
Is it clear what evidence the learner needs to generate?	Y/N*		
Are the activities appropriate?	Y/N*		
Is there a scenario or vocational context?	Y/N*		
Is the language and presentation appropriate?	Y/N*		
Is the timescale for the assignment appropriate?	Y/N*		
Overall, is the assignment fit for purpose?	Y/N*		
*If 'No' is recorded and the Internal Verifier recommends remedial action before the brief is issued, the Assessor and the Internal Verifier should confirm that the action has been undertaken on Page 2.			
Assessor signature			Date
Internal Verifier signature			Date
Lead Internal Verifier signature (if required)			Date

Action required:			
Action taken:			
Assessor signature		Date	
Internal Verifier signature		Date	
Lead Internal Verifier signature (if required)		Date	

Internal verification of assessment decisions: BTEC (QCF)

INTERNAL VERIFICATION – ASSESSMENT DECISIONS			
Programme title			
Assessor		Internal Verifier	
Unit(s)			
Assignment title			
Learner's name			
First submission / resubmission? <small>(Only one resubmission allowed, authorised by Lead Internal Verifier)</small>			
List which assessment and grading criteria the assessor has awarded.	Pass	Merit	Distinction
INTERNAL VERIFIER CHECKLIST		Comments	
Have the learner and assessor confirmed the authenticity of the evidence?	Y/N		
Do the assessment criteria awarded match those targeted by the brief?	Y/N		
Has the work been assessed accurately?	Y/N		
Does the assessment feedback to the learner: <ul style="list-style-type: none"> Link to relevant assessment criteria? Justify each assessment criterion awarded? 	Y/N		
Does the assessment decision need amending?	Y/N		
Assessor signature			Date
Internal Verifier signature			Date
Lead Internal Verifier signature (if required)			Date

Confirm action completed			
Remedial action taken			
Assessor signature			Date
Internal Verifier signature			Date
Lead Internal Verifier signature (if required)			Date

Internal verification of assignment brief: BTEC (NQF)

INTERNAL VERIFICATION – ASSIGNMENT BRIEF			
Programme title			
Assessor		Internal Verifier	
Unit		Learning Aim(s)	
Assignment title			
Is this assignment an authorised assignment brief published by Edexcel? If so, has it been amended by the centre in any way? Give details.			
INTERNAL VERIFIER CHECKLIST		Comments	
Is this assignment for whole or part of a unit?	W/P		
Are accurate programme details shown?	Y/N*		
Are accurate unit details shown?	Y/N*		
Are clear deadlines for assessment given?	Y/N*		
Are the learning aim(s) and assessment criteria to be addressed listed?	Y/N*		
Does each task show which learning aim is being addressed?	Y/N*		
Do the task(s) provide full coverage of the targeted learning aim(s)?	Y/N*		
Is it clear what evidence the learner needs to generate?	Y/N*		
Are the activities appropriate?	Y/N*		
Is there a scenario or vocational context?	Y/N*		
Is the language and presentation appropriate?	Y/N*		
Is the timescale for the assignment appropriate?	Y/N*		
Overall, is the assignment fit for purpose?	Y/N*		
*If 'No' is recorded and the Internal Verifier recommends remedial action before the brief is issued, the Assessor and the Internal Verifier should confirm that the action has been undertaken on Page 2.			
Assessor signature			Date
Internal Verifier signature			Date
Lead Internal Verifier signature (if required)			Date

Action required:			
Action taken:			
Assessor signature		Date	
Internal Verifier signature		Date	
Lead Internal Verifier signature (if required)		Date	

Internal verification of assessment decisions: BTEC (NQF)

INTERNAL VERIFICATION – ASSESSMENT DECISIONS				
Programme title				
Assessor		Internal Verifier		
Unit(s)		Learning Aim(s)		
Assignment title				
Learner's name				
First submission / resubmission? (Only one resubmission allowed, authorised by Lead Internal Verifier)				
List which assessment criteria the assessor has awarded.	Level 1 (NQF Level 1-2 BTEC Firsts only)	Pass	Merit	Distinction
INTERNAL VERIFIER CHECKLIST		Comments		
Have the learner and assessor confirmed the authenticity of the evidence?	Y/N			
Do the assessment criteria awarded match those targeted by the brief?	Y/N			
Has the work been assessed accurately?	Y/N			
Does the assessment feedback to the learner: <ul style="list-style-type: none"> Link to relevant learning aim / assessment criteria? Justify each assessment criterion awarded? 	Y/N			
Does the assessment decision need amending?*	Y/N			
Assessor signature		Date		
Internal Verifier signature		Date		
Lead Internal Verifier signature (if required)		Date		
*Confirm action completed				
Remedial action taken				
Assessor signature		Date		
Internal Verifier signature		Date		
Lead Internal Verifier signature (if required)		Date		