Internal Verification Policy 2026 - 2027

Purpose/scope

- That assessment is accurate, consistent, current, timely, valid, authentic and to BTEC standards
- That the assessment instruments (assignment briefs) are fit for purpose
- To quality assure the assessment of all BTEC programmes delivered by a centre
- To be part of an audit trail of learner achievement records
- To provide feedback to inform centre quality improvement.

Definitions/terminology

- Internal Verification: a centre devised quality assurance process which assures the assessment against the BTEC unit grading criteria. It ensures that assignments are fit for purpose
- Standards Verification: an external verification process used by Pearson to check that centre assignments, assessment decisions and internal verification processes are reaching the required standard

Responsibilities

- Quality Nominee: the Quality Nominee ensures that centre internal verification and standardisation processes are operating effectively. S/he acts as the centre coordinator and is the main point of contact for Pearson. The Quality Nominee ensures Pearson quality assurance reports are monitored and any required action is carried out
- Lead Internal Verifier (BTEC Entry Level –Level 3): a member of the programme team who oversees the implementation of an effective internal verification centre system in their subject area.
- Internal Verifier: a member of staff able to verify assessor decisions and validate assignments. The Internal Verifier records findings, gives assessor feedback, and oversees required action

Procedures

- Staff briefing: all Assessors, Lead Internal Verifiers and Internal Verifiers require regular briefing and updating on BTEC processes
- Verification schedules: annually agreed to cover all Assessors, units and assignments. Schedules should be drawn up at the beginning of the programme and monitored through the year
- Internal verification of assignments: carried out before the assignment briefs are given to learners, to ensure that they are fit for purpose, and that any recommendations are acted upon. Records of effective internal verification must be kept

- Internal verification of assessment decisions: must verify a sufficient sample of Assessor assessment and grading decisions to ensure accuracy. Assessors do not internally verify their own work. Assessor feedback and support should be given
- Internal verification records: must be correctly maintained and kept securely for 3 years after certification. We recommend that you use our standard templates for internal verification available on our website
- Standards verification: you should have in place monitoring and review procedures for Standards Verification outcomes. Procedures are required to deal with unsuccessful standards verification samples

Policy Aim:

- To ensure there is a Lead Internal Verifier in each principal subject area for Level 1-3 qualifications
- To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
- 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 do this, the centre will ensure that:

- Where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area
- 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 (assignment briefs) 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 the required standard
- Secure records of all Internal Verification activity are maintained
- The outcome of Internal Verification is used to enhance future assessment practice.

This policy will be reviewed every 12 months by the Business Manager