

## **Kettlebrook Short Stay School** **BTEC Assessment and Internal Verification and Moderation Policy**

### **The Policy Purpose**

The purpose of this policy is to provide guidance to assessment, internal verification and moderation to ensure equality of opportunity for all learners on courses and programmes at Kettlebrook Short Stay School (KSSS).

### **Context**

The assessment process must be fair in intent and outcome and must address the basic principles of consistency, transparency, validity and reliability in the application of national standards for assessment, internal verification and moderation.

The roles and responsibilities of assessors and internal verifiers are recognised as being essential to the delivery and quality assurance of BTECs, and other vocational programmes. Sufficient time will be allocated so that all staff involved in the assessment and internal verification of programmes can carry out their duties effectively. The internal verification team includes all assessors from all subject areas, the Quality Nominee/ IV or Vocational Subject Lead. It is expected that all Subject Leads allocate some time for Internal Verification within the existing meeting structure of the school (Department and cross curricular BTEC meetings).

The Senior Leadership Team of KSSS support the quality assurance processes and will ensure that all the Awarding Body procedures are followed.

### **Objectives**

- To ensure consistency, transparency, reliability and validity of assessment processes, ensuring that standards and specifications are implemented and achieved.
- To give quality assurance in assessment processes by establishing a quality control procedure for assessment through a system of sampling, moderation and internal verification, as appropriate to the programmes.
- To identify any staff development issues concerned with assessment processes through appraisal, observation and mentoring.

### **Range**

This range of the policy covers all vocational and competence based courses and programmes delivered by KSSS.

## Internal Verification

The Lead Internal Verifier/ Internal Verifier and Quality Nominee are at the centre of the quality assurance in all programmes, both within the national framework and within the quality and management systems of each approved centre. The role, in terms of managing assessment is that the centre should consistently meet national standards.

The Lead Internal Verifier is the Subject Leader unless there is a good reason for another member of the subject area to take on the IV role. In one person subject areas the subject leader is deemed an assessor and other members of staff across closely associated subject areas will IV e.g. the subject lead for Maths will IV for Science.

Internal Verifiers and Assessors will have the knowledge and qualifications for which they are responsible to enable accurate judgements to be made regarding student performance in relation to the competence criteria.

The main roles of Lead Internal Verifier/ Internal Verifier are to:

- Monitor and assess the quality of assignment briefs
- Carry out sampling to ensure assessors are correctly assessing assignments
- To be involved in the appeals process
- To ensure samples of assignments are submitted to the Standards Verifier (SV) where applicable

The Lead Internal Verifier / Internal Verifier:

- Should be familiar with subject and unit specifications
- Should have the experience to pick out inaccuracies of assessment decisions
- Will give feedback to assessors (in line with SV sampling)
- Should ensure the SV / QRM Reviewer is able to see IV recommendations have been implemented.

## Implementing Internal Verification

All LIV/ Internal Verifiers/ Assessors should be issued with a copy of the Assessors Standards Manual (ASM).

The named LIV/ Internal Verifier needs to produce a sampling plan from the Subject Curriculum Areas Assessment Plan in September/ October of the vocational course being delivered. Note that due to the transient nature of our students, this sampling plan may have to be reviewed and amended as per the student population changes within KSSS.

## How to Structure the Internal Verification Sampling Plan:

- Samples should be made at each level of an assignment/programmes
- All assessors should be sampled (a min. of 20% of assessment decisions for each experienced assessor and 40% of decisions for novice assessors)
- Every unit, mandatory or optional
- All appropriate assessment methods
- Students from every group
- Ensure the IV is timely (suggested within 10 working days of an assessment being submitted)
- Please note that any resubmission of coursework must be agreed by the LIV and students should be given 15 working days to resubmit their work. Then IV'd within 10 days.

Before assignments are given to students to complete, the brief must be IV'd to ensure that it covers the grading criteria. Copies of briefs should be kept in an appropriate BTEC subject file on the Staff drive (hard copies to be located with the EO).

Every time an assessor grades an assignment the Internal Verifier will select a sample of assignments and check that the assignment and grade is appropriate. In a group of 20 students, the normal sample size\* will be four or five assignments verified.  
(\*Or what is deemed appropriate depending on the experience of the assessor.)

Provision will be made between Subject Teams for communication between staff to share 'best practice' and areas of concern\*\*.  
(\*\*There will be a cross-curricular meeting once a term to discuss IV issues and share experiences.)

Additional Assessor Guidance notes appropriate to programmes areas will be developed, where appropriate, by subject teams.

LIV/ Internal Verifiers will meet with assessors on a regular basis (at least termly). These meetings will concern themselves with resolving any issues of interpretation, validity, sufficiency and reliability of evidence. Information from these meetings will be documented and will provide a forum for review and refinement of assessor practice.

The Quality Nominee/ QMD Reviewer will ask to see record to demonstrate the quality of provision within the centre:

- Details of approved assessors
- List of assessors against units
- Details of the assessment programme
- Course team meeting dates and minutes
- Record of sampling assessments

All assessment records need to be:

1. Accessible and available for Assessors and SV sampling
2. Kept within a secure system to ensure confidentiality
3. Be clear, accurate and legible

LIV Internal Verifiers will collate reports on assessment, accreditation and use of Student Appeals Procedures, as well as passing copies of SV/ Quality Assurance Reports on a regular basis to SLT where appropriate.

A summary of this information will be included in school wide subject reviews where appropriate.

## **Implementing Moderation**

Internal Verification and moderation procedures will follow Pearson/Edexcel requirements. The moderation of vocational qualifications is a comprehensive check on achievement and ensures that a learner is given the best opportunity to achieve the best quality of work before submission to a Standards Verifier.

When internal moderation has been carried out work is now available to the Awarding Body by the national deadline date.

Subject specific health checks will ensure consistency in assessment and moderation between subject areas and will take place throughout the school year.

## **BTEC Teaching and Learning Policy (QA)**

### **Assignments**

1. The assessor teaching the unit will produce an assignment(s), when planning each unit, ensuring awarding body criteria is met. The assignment must have a vocational scenario and the criteria must be clearly displayed alongside the assignment task. It must be clear to the students how they can achieve all the grade boundaries. All assignments must have a standardised front cover sheet.
2. Support and training will be provided by Subject leaders and experience assignment writers to new staff.
3. Each assignment brief will be internally verified by an experienced member of staff (LIV).

### **Assessment**

1. During the assessment, staff need to be vigilant to ensure that plagiarism is not an issue. See our BTEC Plagiarism Policy for further guidance.
2. An assignment will be marked by the teacher of the unit, according to the specified criteria.
3. Subject specific assignments will be internally verified by a LIV. A sample of 20% will be normal. For new teaching staff, a larger sample may be taken to ensure consistency.
4. All Subject Leaders should ensure that assessment plans and Internal Verification plans are available and are regularly monitored as stated in the IV Strategy.

### **Issues with Assignment and Assessments**

1. Staff should follow all procedure as highlighted in the BTEC Staff QA Handbook
2. All documentation should be completed and any actions should be followed up.
3. In the event of any issues not being resolved the Quality Nominee will need to be informed and will have to become involved.
4. Should a student disagree with an assessment decision, then the Appeals Procedure will be implemented.