



## Assessment and Internal Verification Policy

### Aim:

- ✓ To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
- ✓ To ensure that the assessment procedure is open, fair and free from bias and to national standards
- ✓ To ensure that there is accurate and detailed recording of assessment decisions.

### In order to do this, Perryfields High School will ensure that:

- ⇒ Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- ⇒ Produce a clear and accurate assessment plan at the start of the programme/academic year; this, along with all assignment briefs and assessment documentation, will be available in Student Handbooks and will also be available centrally in the staff T Drive
- ⇒ Provide clear, published dates for handout of assignments and deadlines for Assessment
- ⇒ Assess learner's evidence using only the published assessment and grading criteria
- ⇒ Ensure that assessment decisions are impartial, valid and reliable
- ⇒ Not limit or 'cap' learner achievement if work is submitted late
- ⇒ Develop assessment procedures that will minimise the opportunity for Malpractice
- ⇒ Maintain accurate and detailed records of assessment decisions; these will be held securely for 3 years following certification
- ⇒ Maintain a robust and rigorous internal verification procedure which will be overseen by the QN
- ⇒ Provide samples for standards verification/external examination as required by the awarding organisation
- ⇒ Monitor standards verification/external examination reports and undertake any remedial action required
- ⇒ Share good assessment practice between all BTEC programme teams; these will be half termly meetings facilitated by the Quality Nominee and will be scheduled at the beginning of the academic year and published on the school calendar
- ⇒ Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff; this will be realised through staff induction and will be reiterated in the BTEC Quality Assurance Guide that is available to all staff
- ⇒ Provide resources to ensure that assessment can be performed accurately and appropriately



**AT THE START OF THE YEAR** - the Internal Verifier should request copies of all assignment briefs from Assessors. Each assessment should be checked to ensure that it is of the appropriate quality and that the tasks will provide students with the opportunity to meet different grading criteria. Specifically, Internal Verifiers should check that for the unit/programme:

- All grading criteria are covered
  - Assignments are vocationally relevant
  - Assignments are presented in a standard format
  - An appropriate range of assessment methods are used
  - There is a balance of assessment across the course and students are not being over-assessed
  - Grading criteria are available to students
- Perryfields High School Record of Internal Verification should be used for this purpose.
  - Faculty meetings are used for moderation in order to ensure that all BTEC teachers are using same grade criteria and are agreeable on marks. In the event of weakness of assessment, staff development and IV training will take place.

#### **INTERNAL VERIFIER PLAN**

Also at the start of the year the Course Coordinator/Internal Verifier should draw up a schedule for internal verification for their programme ensuring that:

- All modules and their Assessors are indicated
- All students taking each unit/module are listed
- The range of assessment methods are covered
- Internal verification is ongoing during each term

#### **3. SELECTION OF WORK**

Internal Verifiers should aim to cover:

- The range of work produced by students - eg presentations, written assignments, practical work, artefacts, etc.
- As many grades as possible: eg Refer, Pass, Merit, Distinction.
- In the case of new Assessors, the sample of work for verification may need to be increased. This should be agreed between the BTEC QN and Programme Leader.

#### **4. INTERNAL VERIFICATION OF ASSESSMENT DECISION**

- Since the aim of internal verification is to review students work to check that assessment is accurate and consistent, verifiers will need to re-mark the student's work, checking to see that they agree with the assessment decision.
- Two processes could be followed when verifying:

- a) Look at the work submitted as a whole, then check against assessment and grading criteria;
- b) Look at assessment/grading criteria and identify within the work submitted where the evidence is found.

The Internal Verifier may choose whether to look at the Assessor's comments before or after carrying out the Internal Verification (blind marking). NB: Internal verification should take place as soon after assessment as is possible.

#### **5. FEEDBACK AND FOLLOW-UP**

The Perryfields High School Record of Internal Verification (assessment decisions) should be completed and decisions should be clearly stated and explained.

Copies of the Internal Verification record should be passed to the Assessor and Course Team.

#### **6. SAMPLE SIZE**

- For each unit/module a minimum of 4 assessment decisions should be internally verified to correspond with Pearson guidelines for External Verification.
- In the case of new assessors the sample of work may need to be increased and this should be agreed with the Course Tutor/Head of Faculty.



## 7. ALLOCATION OF TIME FOR INTERNAL VERIFIERS

- This will be allocated within the school's workload agreement.

## 8. INTERPRETATION OF NATIONAL STANDARDS

- Where there is a query over the interpretation of National Standards, the Internal Verifier should contact the Head of Faculty and/or Head of KS4/5 (Curriculum) who, if required, will liaise with Pearson for clarification.

### **RESUBMISSION OF WORK:**

*Students should always aim to produce their best work and pass each assessment on the first submission. However sometimes submitted work may just fall short of the examination criteria. In this case your assessor will ask the Lead Internal Verifier to authorise a resubmission of evidence. This is the students opportunity to improve their work and assessment grade.*

*Only one resubmission opportunity is allowed for each assessment but it is important that the students understand that they are not guaranteed a resubmission. Permission for this to happen is at the discretion of the Lead Internal Verifier and they will assess the resubmitted work to make sure that all of the criteria listed below are met;*

- a. Students have met the first submission date or an agreed extension first submission date*
- b. The assessor has judged that you will be able to produce improved evidence without any further assistance*
- c. Your assessor has authenticated the evidence submitted and the student has signed and dated their own declaration of authenticity*

*If these criteria are not met the Lead Internal Verifier will not be able to authorise a resubmission.*

*If the student is authorised for a resubmission of evidence they will be given a resubmission date that is within 15 working days of you receiving feedback. The student must resubmit their improved work, by this date, for the assessment to count towards their BTEC qualification.*