

ETC International College

Internal Verification of Assessment Materials Policy

Scope and Purpose

In order to ensure the quality of academic provision, assessment and continued compliance with relevant standards, assessment materials are verified by an Internal Verifier. This means that all assignments and assessment materials on FE & HE courses are written by a qualified assessor, approved by an internal verifier and the process is overseen by a lead verifier, under the guidance of the programme leader and college Principal.

As a minimum, this policy meets the requirements for BTEC qualifications.

This system is in place to guarantee the final quality of the assessment and to make sure it meets the following criteria:

1. Conformity with the ETC Fair Assessment Policy
2. Scenarios and problem solving tasks that enable students to demonstrate relevant underpinning knowledge
3. SMART (Specific, Measurable, Achievable, Realistic and Time based) tasks that match Learning Outcomes set by BTEC or ETC according to the respective programme and module.
4. Internal Verifiers will verify the following:
 - a. Written Assignment Briefs
 - b. Exam Papers

Key Responsibilities

A number of assessors will be nominated as Internal Verifiers, so that all assessment material can be verified by someone who is independent yet has knowledge and understanding of the programme and subject.

The Internal Verifier will be responsible for ensuring that;

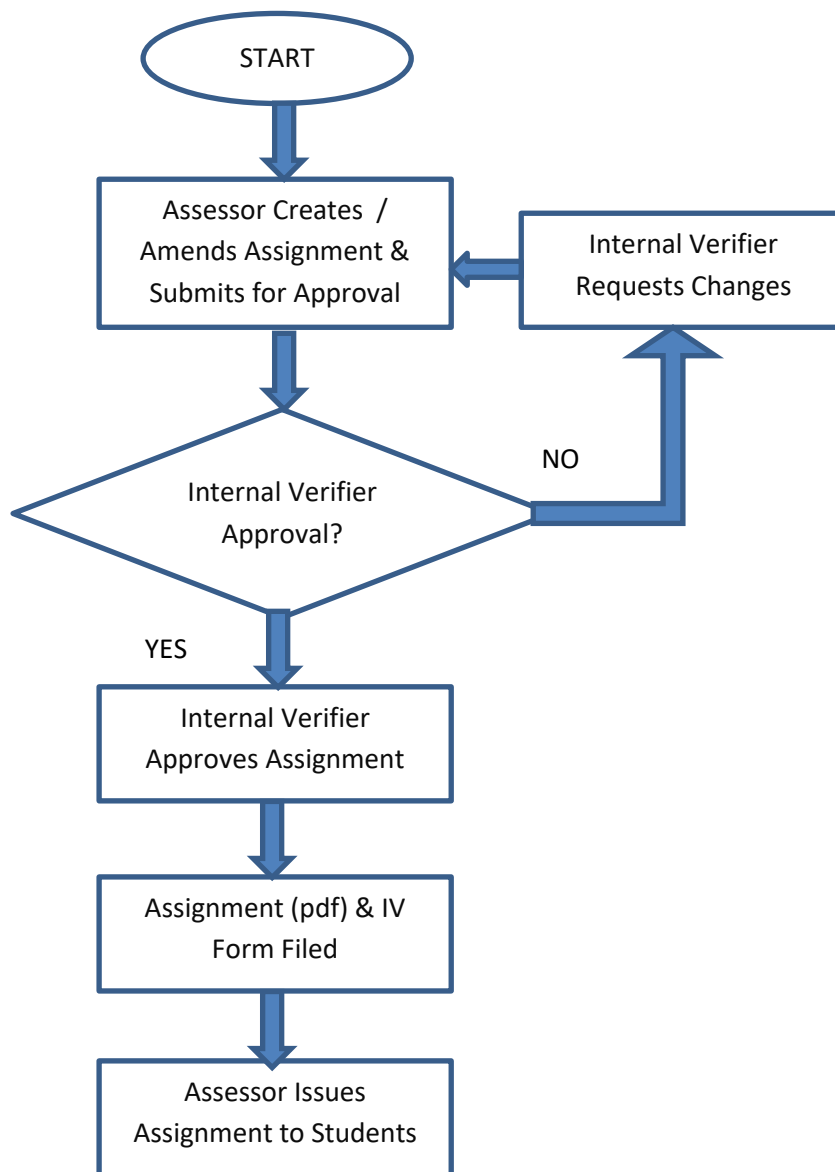
- The tasks and evidence allow the student to address the targeted criteria
- The brief is written in clear and accessible language, bearing in mind the English language levels of ETC students and the required standards for BTEC courses as laid down in Pearson documents
- Students' roles and tasks are vocationally relevant and appropriate to the level of the qualification
- Timescales and deadlines are appropriate
- Equal opportunities are incorporated.
- The tasks allow for the student to demonstrate an appropriate range of English language skills

The FE HE department will have a designated Lead Internal Verifier, who will:

- Oversee the verification process for programmes
- Register students with BTEC
- Liaise with BTEC on behalf of students throughout the duration of their course up until certification
- Provide and facilitate training, monitoring and continuous professional development sessions for internal verifiers
- Maintain accurate and up to date assessment files, containing as a minimum up-to-date verified assignment briefs & supporting materials, and completed IV forms
- Be responsible for liaising with awarding body External Verifiers and making available any requested materials for inspection or audit

Implementation, Monitoring & Review

The procedure for Internal Verification is shown in the flowchart below;



The Lead Internal Verifier will periodically check the correct operation of the above process, the availability of necessary records and the quality of assessment materials.

Associated Documents

- ETC Quality Assurance Policy
- Pearson BTEC Higher Nationals Centre Guide to Quality Assurance and Assessment

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