

BTEC Specific IV Policy

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Owner:	Sarah Judge
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Richard Barnes Academy

Internal Verification Policy

This policy operates in conjunction with the 'RBA Examinations Policy 2024/2025'.

Aim:

- To ensure there is an accredited Lead Internal Verifier in each principal subject area.
- 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, is registered with Pearson and has undergone the necessary standardisation processes.
- 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 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 are Internally Verified, to ensure centre programmes conform to national standards.
- 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 Quality Nominee.