Riseladder School of Business and Technology

Internal Verification Policy
Version: 1.2
Approved by: Academic Board
Review Date: July 2025
Next Review Due: July 2026

1.0 Policy Purpose

This policy outlines the procedures and responsibilities for Internal Verification (IV) at Riseladder School of Business and Technology. It ensures that assessment decisions are accurate, fair, consistent, and aligned with Pearson BTEC qualification standards. The policy is developed in accordance with the **Pearson BTEC Centre Guide to Quality Assurance** and promotes the application of the VACSR principles: Valid, Authentic, Current, Sufficient, and Reliable.

2.0 Scope

This policy applies to:

- All Pearson BTEC programmes delivered by Riseladder
- All academic and quality assurance staff including assessors and internal verifiers
- All assessments delivered online, blended, or in any other approved format
- Any staff involved in the quality assurance and review of assessment processes

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3.0 Objectives of Internal Verification

The objectives of Internal Verification are to:

- Maintain the integrity of assessment decisions
- Confirm assignment briefs are valid before delivery
- Ensure assessors apply consistent standards and follow assessment policies
- Provide support and development to assessors
- Identify good practice and areas for improvement
- Facilitate standardisation across programmes and levels

4.0 Internal Verification Structure

- The **Quality Nominee (QN)** is responsible for overall management of the IV process.
- A **Lead Internal Verifier (LIV)** may be appointed per subject or qualification area.
- All internal verifiers and assessors must be appropriately qualified and undertake annual standardisation and CPD activities.
- IV roles and responsibilities are clearly outlined and included in staff induction and training sessions.

5.0 Assignment Brief Verification

All assignment briefs must:

- Be internally verified before issue to learners using Pearson's standard Assignment Brief Verification Form
- Be aligned to unit learning outcomes and appropriate assessment criteria
- Be clear, fair, and accessible to all learners, including reasonable adjustments where applicable
- Be re-verified if changes are made post-initial approval

6.0 Sampling of Assessment Decisions

A formal **IV Sampling Plan** is developed and reviewed annually by the Quality Nominee and must:

- Include all assessors and cover a range of units and assessment methods
- Cover all grades (Pass, Merit, Distinction) and different learner profiles
- Include early, interim, and final sampling points
- Reflect changes in delivery patterns or staffing
- Be recorded and retained in accordance with Pearson guidance

Each sample must include:

- The original assignment brief
- The learner's assessed work
- The assessor's feedback and grading rationale
- Verifier comments and actions (if any), recorded using Pearson templates

7.0 Standardisation

Standardisation ensures consistent application of assessment standards and involves:

- Mandatory termly meetings for all assessors and internal verifiers
- Discussion of exemplar work, grade boundary interpretation, and common errors
- Activities such as double-marking exercises and feedback moderation
- Recorded outcomes with actions followed up and reviewed
- Annual refresher training in line with centre and Pearson requirements

8.0 Internal Verifier Responsibilities

Internal Verifiers will:

- Verify assignment briefs before use
- Sample assessment decisions against published standards
- Ensure the VACSR principles are applied
- Provide clear, supportive feedback to assessors
- Escalate concerns to the Quality Nominee as needed
- Maintain up-to-date verification records

9.0 Roles and Responsibilities

Role	Responsibility
Assessors	Deliver and assess learning, implement feedback, attend standardisation
Internal Verifiers	Verify assignment briefs, assess sample work, ensure compliance
Quality Nominee	Coordinate centre wide IV processes, review sampling plans, liaise with Pearson
Academic Board	Approve policies and monitor centre quality assurance strategy

10.0 Documentation and Record Keeping

- All verification records must be completed on Pearson-approved templates
- Records include sampling plans, IV forms, standardisation minutes, and feedback logs
- All IV documentation is retained securely for **a minimum of three years**
- Records must be accessible for Pearson External Quality Assurers (EQAs) or Centre Quality Review (CQR) visits

11.0 Monitoring and Continuous Improvement

- The IV process is evaluated annually through:
    - Internal audits
    - Self-assessment reports (SARs)
    - CQR feedback
    - Verifier and assessor input
- Improvements are implemented by the QN and reviewed by the Academic Board
- Trends and issues are monitored, and training needs are addressed

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12.0 Learner Awareness

- Learners are informed of internal verification procedures during induction
- They are made aware that sampled work will be reviewed for quality assurance purposes
- Learners are assured that IV decisions do not affect grades but are part of maintaining standards

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