

All policies relating to BTEC work should be read in conjunction with school policies to which they will defer where necessary when matters arise.

**Aim:**

- To ensure that IV is valid, reliable and covers all assessors and programme activity.
- To ensure that the IV procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of IV decisions.

**In order to do this, the centre will:**

- Ensure that all centre assessment instruments are verified as fit for purpose.
- Verify an appropriately structured sample of assessor work from all programmes, sites and teams, to ensure centre programmes conform to national standards and NSS requirements.
- Plan an annual internal verification schedule, linked to assignment plans.
- Define, maintain, and support effective internal verification roles.
- Ensure that identified staff will maintain secure records of all internal verification activity.
- Brief and train staff of the requirements for current internal verification procedures.
- Promote internal verification as a developmental process between staff.
- Provide standardised IV documentation.
- Use the outcome of internal verification to enhance future assessment practice.

**Disagreements in IV Assessment Decisions**

If a learner's marks are downgraded at moderation the following process will take place.

- Grades will be frozen at the new 'post moderation' level
- Learner's will be contacted and given 10 days to improve on this grade to the 'pre moderation' level

This policy will be reviewed annually by the Centre.

Next Review Date: August 2019
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