**ROLES AND RESPONSIBILITIES**

**IN THE QUALITY ASSURANCE PROCESS**

**What is Internal Verification Process**

Internal verification ensures that internally assessed units:

* Have assessment instruments ( assignments) that are fit for purpose
* Are assessed accurately to HNational standards
* Judge learner evidence against the assignment criteria
* Utilize consistent assessment and grading g across the programme.

Internal verification is a necessary part of the BTEC programme and is intended to be a supportive process.

**Senior Manager responsibilities**

**Head Of Center ( HTU President)**

The Head of Centre must ensure that the centre acts in accordance with our terms and conditions of approval, by:

● ensuring the provision of appropriate resources

● recruiting learners with integrity

● providing full and fair access to assessment maintaining full and accurate records of assessment

● complying with all our quality assurance processes

● ensuring that all certificate claims are secure and accurate

**Senior Managers must:**

● Identify a Quality Nominee to act as a key point of contact with Pearson/BTEC

● liaise with the Quality Nominee to ensure that all processes are being conducted effectively

● support the Quality Nominee to take action to respond to reports on quality assurance

Day-to-day responsibility is normally delegated to the centre’s Quality Nominee.

The Head of Centre or other senior managers may need to be directly involved in:

● dealing with appeals from learners that have not been resolved by the programme team

● investigating malpractice allegations related to learners or members of staff

● liaising with us where any serious breach of approval conditions has occurred

● any aspect of quality assurance which relates to the overall integrity and security of BTEC qualifications

**Quality Nominee**

Every **BTEC** centre to identify a member of staff as the Quality Nominee for BTEC provision. This person is the main point of contact for information related to quality assurance. The Quality Nominee will receive regular information from us about all aspects of BTECs, which they must share with the relevant staff in the centre. Therefore, it is very important that Quality Nominee details are kept up-to-date on Edexcel Online

**Updating Quality Nominee details on Edexcel Online**

● Log into Edexcel Online account at: edexcelonline.com

● Click on My Account

● Put a cross in the box marked, ‘Please check this box if you are the Quality Nominee for your centre’

● Click Submit

It is recommended that the Quality Nominee is someone with responsibility for the BTEC curriculum, as they will be involved in monitoring and supporting staff in the centre. This is a curriculum role, so in most cases it is not appropriate for the Examinations Officer to be the Quality Nominee. Our systems will only allow one person to be identified as the Quality Nominee for your centre. In larger centres, we appreciate that certain responsibilities may be delegated to a team. In this case, the Quality Nominee remains the main point of contact for Pearson and must coordinate quality assurance activity undertaken by their team.

Quality Nominee responsibilities

**The Quality Nominee is:**

● a key point of contact with Pearson

● the person who liaises with senior management to ensure that all processes are being conducted effectively

● the initial point of contact for our Standards Verifiers, who makes sure that they are put in touch with the relevant Lead Internal Verifier to conduct sampling

● the person who puts actions in place to respond to the Standards Verifiers’ reports

Ensure the effective management of BTEC programmes and actively encourages and promotes good practice in the centre.

Liaise with the appropriate Pearson staff to ensure that:

● all programmes are approved and registrations are accurate and up-to-date

● Pearson’sapproval conditions and policy requirements are being implemented consistently and effectively

● all staff are aware of all support and guidance available and understand requirements

● assessment and internal verification is effective on all BTEC programmes

● there is a registered Lead Internal Verifier in place for each Principal Subject Area, where required

● standards verification is completed successfully

**Examinations Officer**

This is the person in the Centre who takes responsibility for the correct administration of learners with us. This may be a defined role or, in a smaller Centre, an additional duty undertaken by a Programme Leader or teacher. The Examinations Officer normally acts as the administrator for Edexcel Online, which provides direct access for learner administration.

**Examinations Officer responsibilities**

● Liaise with programme leaders to maintain information on which programmes are running and when they start and finish

● Register learners within 60 days of enrolment at your centre

● Higher fees are payable for late registrations (60-90 days after enrolment the original fee x 1.25; 91 – 120 days x 1.5; 121 days+ x 2)

● The name given at registration will be printed on the certificate

● Register learners onto the correct programmes checking that these are the specific titles and versions that learners are following

● Check registrations carefully to ensure that all data is correct and follow correct procedures if amendments are required

● Give Edexcel Online access to the Quality Nominee

● Give Edexcel Online basic access to all other BTEC staff as necessary

Services team on **+44 (0) 844 576 0024**. For additional Examinations Officer support, contact: **examsofficers@pearson.com**

**Roles at Programme level**

**The programme team** consists of the teachers or tutors who are responsible for the delivery, assessment and internal verification of BTEC programmes.

**BTEC** programme team responsibilities

● Read and understand the programme specification and assessment guidance

● Understand the construction of the units

● Identify opportunities to generate evidence

● Create and agree a plan of assessment activities, with timescales

● Ensure the assessment plan, assignments and assessment decisions are internally verified and appropriate action is taken by the team

● Read and understand the relevant chapters of this Quality Assurance Handbook.

The appropriate minimum size of the programme team will depend on the number of units and the number of learners. An Assessor cannot internally verify their assessment decisions. Where there is a single specialist practitioner delivering the programme, arrangements must be made for their assignments and assessment decisions to be internally verified **by someone appropriately experienced.**

**Programme Leader**

**A Programme Leader or Programme Manager** is a person appointed by the centre to take overall responsibility for the effective delivery and assessment of BTEC qualifications. The Programme Leader may also act as the **Lead Internal Verifier,** if appropriate.

**Programme Leader responsibilities**

● Liaise with the Quality Nominee to be aware of information updates and quality assurance requirements

● Liaise effectively with the Examinations Officer to ensure accuracy of registration and certification of learners

● Liaise with programme team to confirm assessment and internal verification schedules

● Liaise with relevant Pearson appointed staff undertaking quality

assurance

● Ensure that there are sufficient resources to deliver the programmes and units

● Ensure that programme staff have the necessary expertise and, where relevant, qualifications

● Review reports arising from quality assurance and ensure that appropriate actions are taken

**Lead Internal Verifier**

A Lead Internal Verifier is a person designated by you to act as a point of sign-off for the assessment and internal verification of programmes in a Principal Subject Area (e.g. BTEC (RQF). We use the term Lead Internal Verifier to emphasise the importance of proper co-ordination of internal verification through a single point of contact. This is a role that senior staff members within programme teams have always undertaken. We appreciate that centres deliver BTEC programmes in different ways and have a variety of programme team and management structures. However, the Lead Internal Verifier should be:

● the person within the centre who has responsibility for verifying and signing off the assessment outcomes for a subject area

● a subject specialist - it is important that the Lead Internal Verifier has an understanding of the subject that they are responsible for

● directly involved in the assessment and delivery of a programme, with a good understanding of the units being assessed

● the person who usually coordinates internal verification across assessors and other internal verifiers for a subject area

**Lead Internal Verifier responsibilitie**

Oversee the internal verification activity in their subject and ensure that it is consistently applied Please note: the Lead Internal Verifier is not expected to undertake all the internal verification themselves

● Ensure that there is an assessment and verification plan for your programmes which is fit for purpose and meets requirements

● Sign off the plan and check that it is being followed at suitable points

● Where possible, undertake some internal verification and/or assessment for individual units within at least one of the programmes

● Ensure that assessment plans, records of assessment and samples of learner work are retained for standards verification if necessary. Plan to set aside examples of work verified to different levels and grades ● Support the development of Assessors and Internal Verifiers

● Liaise with the Standards Verifier to ensure that appropriate sampling takes place

**Internal Verifiers**

Internal verification is the quality assurance system you use to monitor assessment practice and decisions, ensuring that:

● assessment is consistent across the programme

● assessment instruments are fit for purpose

● assessment decisions accurately match learner work to assessment and grading criteria

● standardisation of Assessors takes place Internal Verifiers can be anyone involved in the delivery and assessment of the programme. You cannot internally verify your own assessment. **Where there is a team of Assessors, it is good practice for all Assessors to be involved in internally verifying each other.** If there is only one main person responsible for delivery and assessment, then another person will need to be identified to undertake internal verification.

● Agree an assessment and verification plan for each programme

● Ensure an effective system of recording learner achievement is in place

● Keep accurate and up-to-date records of the internal verification process

● Advise on the appropriateness of assessment evidence with regard to level, sufficiency, authenticity, validity and consistency

● Use subject specialism to **sample assessments** to verify Assessors’ judgements, ensuring that they are consistent, fair and reliable

● Ensure your own assessment decisions are sampled when teaching on the programme

● Ensure that appropriate corrective action is taken where necessary

● Take part in the formal stages of any appeal

**Internal Verifier responsibilities**

Further guidance can be found in the BTEC Centre Guide to Internal verification on our website. Assessors An Assessor is anyone responsible for the assessment of learners.

**Assessor responsibilities**

Ensure that you have read and understood the programme specifications and the requirements of all units being assessed

● Agree an assessment and verification plan for each programme ensuring full coverage of the required units

● Teach learners the knowledge and skills required to achieve the qualification

● Design assessment activities which guide learners to produce evidence that meets the targeted learning aims and assessment criteria, using the associated assessment guidance to provide sufficient coverage of unit content

● For learners studying at Levels 4- 7, provide formative feedback on work in progress, identifying areas for improvement

● For learners studying at Levels 2 and 3,decide when they are ready to complete independently an assignment for formal assessment

● Ensure opportunities for plagiarism are minimized and that learners’ work is authentic

● Provide summative assessment of the completed work submitted by learners, checking authenticity and sufficiency of evidence produced against the relevant learning aims, assessment criteria and unit content

● Accurately record all summative assessment decisions

● Follow up any advice from your Internal Verifier

**The Student**

Completes induction to **BTEC** programme and agrees to abide by the centre’s policy on assessment including producing valid evidence for assessment. Is encouraged to complete the Annual Student Survey

* Produces work for assessment to meet standards as set out in assignment.
* Meets deadlines for assessment
* Responds to formative feedback
* Confirms authenticity of own work
* Receives assessment decisions and feedback from Assessor
* Plans next steps with the Assessor

**BTEC External Examiner ( ISV)**

Allocated by Pearson

Contacts centre to negotiate arrangements for External Examination visit and sampling of students’ work

**ISV role and responsibilities**

* Prepares visit schedule covering allocated programmes
* Undertakes sampling in line with current requirement
* Identifies whether assessment decisions meet quality standards
* Confirms that student evidence meets the grading criteria awarded
* Confirms student work has been accepted as authentic by the Assessor
* Checks that timely and effective internal verification has been carried out on assignments, assessment decisions and feedback to students
* Givers verbal feedback to the programme team or other centre nominated person on decision made.
* Where required, identifies any remedial action required for re-sampling and conducts re-sample.