

# Quality Assurance for next generation NQF BTEC

## Issue 2

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Please note, this Issue 2 replaces the previous issue of Chapter 6 and contains more detailed guidance on standards verification.

## Which qualifications does this chapter cover?

- The new next generation NQF BTEC Level 3 Nationals in Children's Play, Learning & Development
- The new next generation NQF BTEC Level 2 Firsts (from 2012):
  - Application of Science
  - Principles of Applied Science
  - Art and Design
  - Business
  - Engineering
  - Health and Social Care
  - Information and Creative Technology
  - Performing Arts
  - Sport

## How are the new NQF BTECs different?

If you are used to teaching BTEC not much has changed, but we are putting more emphasis on some requirements and helping to build good practice. There are some basic differences between the structure and assessment methods of the QCF and NQF BTEC Firsts:

QCF BTEC Level 2 Firsts from 2010	New NQF BTEC Firsts from 2012
Three sizes, measured in credits: <ul style="list-style-type: none"> <li>• Certificate (15 credits)</li> <li>• Extended Certificate (30 credits)</li> <li>• Diploma (60 credits)</li> </ul>	Three sizes, measured in Guided Learning Hours (glh): <ul style="list-style-type: none"> <li>• Award (120glh)</li> <li>• Certificate (240glh)</li> <li>• Extended Certificate (360glh)</li> <li>• Diploma (480glh) from 2013.</li> </ul>
All units are internally assessed.	The majority of units are internally assessed, with externally assessed core units. For guidance on externally assessed units, please refer to the programme specifications: <a href="http://www.btec.co.uk/2012">www.btec.co.uk/2012</a> .
There is no "compensation" on the QCF (i.e. all units must be passed successfully).	There is an element of compensation, with an aggregated grade for core units.
Qualifications are entirely at Level 2.	Qualifications are Level 2, but with a Level 1 "fall back" for learners who don't achieve a pass at Level 2.
Units are assessed to Assessment and Grading Criteria, which relate to the Unit Content and overall Learning Outcomes.	Units are assessed to Learning Aims with associated assessment criteria to provide building blocks for assessment.

## What is the quality assurance model for the new NQF BTECs?

While the principles of quality assurance remain the same, there are some differences between the quality assurance models for QCF and the new NQF BTECs. If you are delivering both NQF and QCF BTECs, you will need to follow the relevant process for each qualification.

This chapter provides specific details about how we will quality assure the internally assessed elements of these new qualifications.

### What is the same?

- Quality Review & Development: an annual visit to every BTEC centre, to look at overall management and delivery of BTEC programmes from Entry to Level 3. The new NQF BTECs are included in this.
- Registered Lead Internal Verifiers for each subject area
- Free standardisation materials available via OSCA

**Please note:** The new NQF BTECs also include externally assessed units. This handbook chapter concentrates on quality assurance of the internally assessed units. We will publish full guidance on the external assessment requirements for each qualification early in the 2012-13 academic year. Please see the relevant specification page of the BTEC website or an overview of all subjects: [www.btec.co.uk/externalassessment](http://www.btec.co.uk/externalassessment)

### What is different?

QCF BTEC Level 2 Firsts from 2010	New NQF BTEC Firsts from 2012
A Lead Internal Verifier is required to gain accreditation for each Principal Subject Area. This involves registering on OSCA and undertaking online standardisation. Successful completion accredits the Lead Internal Verifier for three years.	The registered Lead Internal Verifier for each NQF BTEC accesses standardisation training materials via OSCA and works through these with their team. There is no requirement to undertake online standardisation to gain accreditation. The Lead Internal Verifier must agree and sign off the assessment plan for the programme from the outset.
Standards verification takes place in two ways: <ul style="list-style-type: none"><li>• Confirmation Sampling: takes place at least once during a Lead Internal Verifier’s accreditation period.</li><li>• Accreditation Sampling: takes place if a Lead Internal Verifier is unsuccessful or if online standardisation is not attempted.</li></ul>	Standards verification takes place annually. Please note, this is in addition to any QCF Standards Verification you may be involved in.

<p>The standards verification sample is based on units and levels being delivered in the centre:</p> <ul style="list-style-type: none"> <li>• 1 or 2 units at Level 3 (depending on qualification)</li> <li>• 1 unit at Level 2</li> <li>• 1 unit at Foundation Learning level</li> </ul>	<p>The standards verification sample is based on units, assessors and cohort size. Samples will be drawn from completed units:</p> <ul style="list-style-type: none"> <li>• The core internally assessed unit will be sampled in the first year of the programme wherever possible.</li> <li>• Sampling across optional units for the Award, Certificate and Extended Certificate will take place annually over the lifecycle of the programme.</li> </ul>
<p>The QCF BTEC Nationals in Children's Care, Learning &amp; Development already have annual Standards Verification to verify Unit 4: "Reflecting on and Developing Practice for Children aged 0-8".</p>	<p>For the new NQF BTEC Nationals in Children's Play, Learning &amp; Development, Unit 1: "Child Development" will be externally assessed by paper-based test. For the Certificate and Diploma, standards verification will also look at:</p> <ul style="list-style-type: none"> <li>• the skills for practice log</li> <li>• observation records for the placement</li> <li>• the reflective practice and research units, 11 and 12</li> </ul>

## Quality Review & Development

Quality Review & Development is a central part of our quality assurance of all BTEC programmes. Quality Review & Development looks at the management and quality assurance of your BTEC provision across your centre. It is carried out through an annual visit by a Centre Quality Reviewer. The new NQF BTECs are included in Quality Review & Development.

The Quality Objectives and Measures have been revised to reflect the inclusion of the new NQF BTECs and look at plans and procedures in place to manage external assessment. It will also check that your Lead Internal verifiers have registered, downloaded the standardisation training materials and used them with their assessors. Please see **Chapter 4: Quality Review & Development** for full details: [www.btec.co.uk/keydocuments](http://www.btec.co.uk/keydocuments)

## Lead Internal Verifier registration and training

### What is a Lead Internal Verifier?

Internal verification has always been the cornerstone of internal quality assurance for vocational qualifications. Its purpose is to ensure internal assessment consistently meets national standards. The quality assurance model for new NQF BTECs recognises and builds on the importance of this process.

- You should identify one Lead Internal Verifier for each new NQF BTEC
- The Lead Internal Verifier will oversee the internal verification activity for the programme and ensure that it is consistently applied
- The Lead Internal Verifier is not expected to undertake all the internal verification themselves
- They will sample verification and assessment across the qualifications for which they have responsibility and ensure that there is a suitable plan of activity, but they may not be undertaking any more verification than other staff

## Who should be a Lead Internal Verifier for the new NQF BTECs?

If you are already running QCF BTECs, it is likely that you already have a registered Lead Internal Verifier for each Principal Subject Area. We recommend that this person also registers as the Lead Internal Verifier for the new NQF BTECs in their subject, as the responsibilities of the role are similar across all BTECs. A Lead Internal Verifier should be:

- the person within the centre who usually has responsibility for verifying and signing off the assessment outcomes for a Principal Subject Area
- involved in the assessment and delivery and have an understanding of the units being assessed
- the person who usually coordinates internal verification across assessors and other internal verifiers for a Principal Subject Area

We recommend that individuals with general quality or management roles, but who are not directly involved in delivery or assessment, don't register as Lead Internal Verifiers.

Where a Principal Subject Area has only one person responsible for delivery and assessment, that person should be the Lead Internal Verifier. Their assignment briefs and assessment decisions still need to be internally verified by a colleague, but as Lead Internal Verifier they will ensure that internal verification is taking place appropriately.

## What are the responsibilities of a Lead Internal Verifier for the new NQF BTECs?

In order to be recognised as a Lead Internal Verifier by Edexcel, you will need to:

- register via Edexcel Online
- reconfirm registration each year via Edexcel Online
- undertake induction training, available as a podcast via OSCA (also available here [www.edexcel.com/centreinduction](http://www.edexcel.com/centreinduction))
- access the standardisation training materials provided and work through them with your programme team

There are two key responsibilities:

- Register as a Lead Internal Verifier with Edexcel
- Support assessment and internal verification within your centre

Unlike QCF BTEC, there is no requirement to undertake **online** standardisation to gain accreditation. Certification is released each year by successful completion of Standards Verification.

In order to support internal assessment and verification within the centre, the Lead Internal Verifier should:

- support the development of assessors and internal verifiers. You must use the standardisation training exercises available to registered Lead Internal Verifiers
- ensure that there is an agreed assessment and verification plan, which is fit for purpose and meets regulatory requirements, at the start of the programme
- ensure that records of assessment and verification and current learner work are available for scrutiny by Edexcel
- liaise with the Standards Verifier to provide the assessment plan and ensure that appropriate samples of assessed and verified learner work are available for sampling
- share information about standards to other internal verifiers and assessors to ensure that assessment across the centre is to national standards

## Authorised Assignment Briefs and our Assignment Checking Service

### Pearson Authorised Assignment Briefs

Free Pearson Authorised Assignment Briefs for our new NQF BTEC Firsts are available on the Specification Pack pages of the BTEC website, alongside the Sample Assessment Materials. These assignment briefs cover internal assessment of core and some optional units of the new BTEC Firsts, and are for you to use from September 2012.

Centres should apply internal verification to the Pearson Authorised Assignment Briefs as follows:

Assignment brief: options	Internal verification
Use the Pearson authorised assignment briefs as published	<p>If you choose to use an Authorised Assignment Brief without making any changes, your internal verifier must still ensure that:</p> <ul style="list-style-type: none"> <li>• it meets the specific needs of your learners</li> <li>• your hand out dates and submission deadlines are appropriate</li> </ul>
Adapt a Pearson authorised assignment brief to suit the needs of your learners	If you adapt an Authorised Assignment Brief in any way, you must ensure it is internally verified as being fully fit for purpose.
Create your own assignment briefs if you think this will better meet the needs of your learners, or where an authorised assignment brief is not available	The internal verification process must be detailed and rigorous in order to ensure the assignment brief is fully fit for purpose.

### Our Assignment Checking Service

When teaching the programme for the first time, if you have created your own assignment briefs you should ensure they are internally verified to ensure that they are fit for purpose before starting to deliver them. You can also submit assignments to our Assignment Checking Service at the start of the programme. Your assignments will be reviewed by a Standards Verifier who will ensure that you have understood and applied the new assessment requirements for the new NQF BTECs and provide feedback. If you don't already have an accredited Lead Internal Verifier in your Principal Subject Area, you should do this as early as possible.

Please note, this is an extra support service and not a replacement for internal verification. You should always internally verify all assignment briefs you have written to ensure they are fit for purpose and meet the specific needs of your learners.

The Assignment Checking Service can be accessed here: [www.btec.co.uk/assignmentchecking](http://www.btec.co.uk/assignmentchecking)

## Standards verification

Standards verification is how we check that you are operating quality assurance and assessing to national standards.

### Why do we do it?

We undertake standards verification to ensure reliability of assessment across all BTEC centres.

Standards verification helps ensure you have accurate assessment and verification records and are assessing learners appropriately, consistently and fairly.

### How do we do it?

We allocate a subject-specific expert to conduct sampling of assessment plans, assessed learner work and provide judgements and feedback. Standards Verifiers work with you to support you in identifying good practice and areas for further development, giving you guidance on how you can improve your delivery.

## Standards verification: roles and responsibilities

### Edexcel

#### Standards Verifier

We appoint a Standards Verifier to undertake sampling of your BTEC programme. They will be a subject specialist and their primary focus is to ensure you are assessing to national standards. If you also deliver QCF BTECs, we will appoint a separate Standards Verifier to your new NQF BTEC who has been trained on the specific requirements of the qualification.

Please note, if you are running both NQF BTEC First Award in Application of Science and Principles of Applied Science, one Standards Verifier will be allocated to verify both programmes.

This includes:

- assessing learners to the standard set out within the Edexcel programme specifications
- maintaining effective mechanisms for the internal verification of BTEC programmes
- demonstrating effective recording of assessment and internal verification
- Senior Examining Standards Verifier

We have a Senior Examining Standards Verifier for each new NQF BTEC who takes an overview of standards and ensures that all Standards Verifiers have appropriate standardisation and training. The Senior Examining Standards Verifier may be asked to become involved with a centre at our request.



## Regional Quality Manager

Your centre has a designated Regional Quality Manager. They have a responsibility for centres within a geographical area and provide quality assurance support and guidance for anyone managing or delivering BTECs and NVQ/SVQs.

Where a second sample has been undertaken and national standards have still not been met, the Regional Quality Manager will work with the centre to agree a remedial action plan. If major concerns are raised by a Standards Verifier at any point in the process, the Regional Quality Manager will be able to provide centre support.

A UK Map with Regional Quality Manager contact details can be found here: [www.btec.co.uk/support](http://www.btec.co.uk/support)

## Centres

### Quality Nominee

You will appoint a member of staff to act as the main point of contact between Edexcel and your centre. Your Quality Nominee should ensure the effective management of BTEC programmes and actively encourage and promote good practice. You **must** keep the Quality Nominee details up to date on Edexcel Online.

For standards verification, your Quality Nominee will:

- be the initial point of contact for all Standards Verifiers
- liaise with appropriate practitioners and internal verifiers to ensure that Standards Verifiers are able to carry out their role

### Lead Internal Verifier

- Please refer to 'Lead Internal Verifier registration and training' section

### Assessors and internal verifiers

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

For standards verification, the assessors and internal verifiers will:

- ensure the assessment plan, assignments and assessment decisions are internally verified and appropriate action is taken by the team
- provide records of assessment and samples of learner work as required
- undertake any actions required as a result of standards verification

The appropriate minimum size of the programme team will depend on the number of units and the number of students. No person can internally verify their own assessment decisions. Therefore, 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. Please see the chapter on **Roles & Responsibilities** for full details: [www.btec.co.uk/keydocuments](http://www.btec.co.uk/keydocuments).

## The standards verification process

- From December, centres with learner registrations on new NQF BTEC programmes will be identified for Standards Verification. We will inform Quality Nominees when programme(s) have been allocated a Standards Verifier
- Once allocated, the Standards Verifier will contact your Quality Nominee
- Your Quality Nominee should put the Standards Verifier in touch with the relevant Lead Internal Verifier to agree the sample
- You should confirm with the Standards Verifier which your assessment plan, identifying:
  - which assessors are assessing which units and learners
  - when assessment is planned to take place
  - internal verifiers and when internal verification is planned to take place
- After consultation with the Lead Internal Verifier, the Standards Verifier will confirm by email:
  - the date of the sample (we advise that sampling be carried out as early as possible)
  - the sample size
  - the date by which the learners will be selected

## Standards verification and BTEC consortia

If you deliver programme(s) in a BTEC consortium, you will have identified a Lead Centre when you gained BTEC consortium approval. We liaise directly with the Lead Centre for Lead Internal Verifier accreditation and standards verification.

- Your consortium Lead Internal Verifier should register and access standardisation training materials via OSCA at the Lead Centre and work through these with all assessors from all consortium centres delivering the programme
- When a Standards Verifier is allocated they will contact the Lead Centre to make arrangements
- The sample should come from learners across the consortium centres
- The consortium Lead Internal Verifier will collate and sign off the sample
- Outcomes of standards verification apply to all centres running the consortium programme(s)

## What are the time frames for completing standards verification?

- Standards verification will ordinarily be conducted between **December** and **June**
- We allocate Standards Verifiers for new NQF BTECs from December 2012, though allocation may take place at other points in the year (e.g. for programmes starting later)
- Once allocated, the Standards Verifier will discuss your assessment plan, (i.e. when you are completing units and which assessors/learners are involved) with your Lead Internal Verifier and set the sample required from this
- The date for selecting learners to be sampled will be agreed with the Standards Verifier
- The date for receiving the sample will be agreed with the Standards Verifier
- The Standards Verifier will complete their report within 10 working days of receiving the sample
- All first sampling should be completed by **31st May**
- We expect all sampling activities, including second sampling, to be completed by **30th June** so learners may receive certificates in time for college/university applications.

## How will the sample be selected?

To reflect the nature and level of the qualifications, we set specific requirements for sampling.

### NQF BTEC First Award

The sample will cover the full range of grades awarded and should include all assessors involved across the programme, over the registration period for the cohort. Learners included within the sample must have been subject to internal verification

#### Core units

Because of the emphasis on the core internally assessed units your Standards Verifier will endeavour to sample the core unit in the first year of the programme wherever possible.

Your Standards Verifier will initially request 5 samples of learner work for each internally assessed core unit. The samples must be completed units with summative assessment decisions.

#### Optional units

In order to enhance the rigour of sampling over time, each year we will split optional units into 'groups' for the purpose of sample selection. Your Standards Verifier will advise on this when agreeing the sample.

Your Standards Verifier will initially request 5 samples (completed units) of learner work from each group of optional units during the registration period for the cohort, this will usually be up to 10 samples. The samples should be completed units with summative assessment decisions.

If your centre is planning to complete the qualification within one year, you should ensure units are completed and available for sampling within the sampling window.

### NQF BTEC Certificate and Extended Certificate

#### Core units

Because of the emphasis on the core internally assessed units your Standards Verifier will endeavour to sample the core unit in the first year of the programme wherever possible.

The core internally assessed unit will always be sampled separately from the optionally units.

Your Standards Verifier will initially request 5 samples of learner work for each internally assessed core unit. The samples must be completed units with summative assessment decisions.

#### Optional units

In order to enhance the rigour of sampling over time, each year we will split optional units into 'groups' for the purpose of sample selection. Your Standards Verifier will advise on this when agreeing the sample.

Your Standards Verifier will initially request 5 samples (completed units) of learner work from each group of optional units during the registration period for the cohort, this will usually be up to 15 samples. The samples should be completed units with summative assessment decisions.

If your centre is planning to complete the qualification within one year, you should ensure units are completed and available for sampling within the sampling window.

### Cohort size

If your centre has registered a cohort of more than 250 learners, the first sample size will be increased to 10, as shown below:

Number of learners registered	Number of learners in first sample	Extra learners required for second sample
1-249 learners	5 learners (core unit)	5 learners
	5 learners (across each group of optional units)	5 learners (usually up to 15)
250 + learners	10 learners (core unit)	10 learners
	10 learners (across optional units)	10 learners (usually up to 30)

### Applied Science

For the First Award in Principles of Applied Science and the First Award in Application of Science there are 3 internally assessed mandatory units. 5 samples of learner work will be requested from each of these mandatory units.

In order to enhance the rigour of sampling over time, For the Extended Certificate in Applied Science each year we will split the 24 units into groups for the purpose of sample selection. Your Standards Verifier will advise on this when agreeing the sample.

## NQF BTEC Level 3 National Certificate and Diploma in Children's Play, Learning & Development

As part of the regulatory requirements for programmes in this sector, we will provide an annual Standards Verifier visit for level 3 Children's Play, Learning & Development programmes at National Certificate and Diploma size.

Therefore, for these programmes, the Standards Verifier will look at the skills for practice log and observation records for the placement, internally assessed units, Unit 11 Reflecting on Own Early Years Practice and Unit 12 Research Skills during the visit.

Please note, both **Unit 11: Reflecting on Own Early Years Practice** and **Unit 12: Research Skills** are assessed by a set assignment published in the specifications: [www.edexcel.com/quals/btec-nat-cpld](http://www.edexcel.com/quals/btec-nat-cpld)

For NQF BTEC Level 3 Nationals in Children's Play, Learning & Development, the number of learners sampled for each unit is linked to registrations on a programme and the size of the qualification:

Size of qualification	Visit or postal sampling?	Sample size
Diploma	Visit plus postal (if required)	Maximum of 4 units including: <ul style="list-style-type: none"> <li>Unit 11: Reflecting on Own Early Years Practice*</li> <li>Unit 12: Research Skills*</li> <li>At least one other unit</li> </ul>
Certificate	Visit plus postal (if required)	Maximum of 3 units including: <ul style="list-style-type: none"> <li>Unit 11: Reflecting on Own Early Years Practice*</li> <li>At least one other unit</li> </ul>

Subsidiary Award, Award, Subsidiary Certificate	Postal	1 unit
* Sampling internally assessed units will be by negotiation and dependent on the assessment plan sent to the Standards Verifier in advance. We appreciate that internally assessed units may be incomplete so this will be a check on work in progress. However, we would expect at least one Learning Aim to have been completed for sampling purposes.		

Number of learners registered	Learners sampled for Units 11 & 12	Learners sampled for additional unit
1-3 learners	All learners sampled	All learners sampled
4 to 100 learners	8 learners sampled	4 learners sampled
101 to 250 learners	16 learners sampled	8 learners sampled
251+ learners	24 learners sampled	12 learners sampled

## Sampling requirements

It is important for transparency and fairness that every centre is given the same requirement in terms of sampling. Each year we will give plenty of notice of these requirements.

- The Standards Verifier will discuss your assessment plan **at the start of the process** and use this to select the learners to be sampled
- For NQF BTEC Firsts, only whole units will be accepted for sampling. If the units selected are still to be completed then an appropriate date for sampling must be agreed with the Standards Verifier
- We are giving you time to ensure that you can provide a relevant sample from any learners still current on the programme. If you anticipate problems with providing a complete unit, then discuss this with your Standards Verifier
- For NQF BTEC National CPLD, we appreciate that units 11 and 12 may be incomplete so this will be a check on work in progress. However, we would expect at least one Learning Aim to have been completed for sampling purposes
- You must have completed activity for the requested samples and provided the sample to the Standards Verifier no later than **31st May 2013**. If you do not provide a full sample by the end of the sampling window then certification may be at risk. You will not be able to claim certificates until sampling has been successfully completed
- The Standards Verifier will make the final selection of learners to be sampled, based on the number of assessors on a programme and the grades awarded. The sample must include the full range of grades that you have awarded
- You should already track and record learners' achievement as they progress on the programme. This can be used to provide information when the sample is being selected. Where possible, the sample must include learners with a range of achievement in terms of the grades awarded (e.g. learners who have achieved Level 1 Pass, Level 2 Pass, Merit or Distinction for a BTEC First). If a range of grades is not available because of the achievement of the learners in the cohort, discuss this with your Standards Verifier. We may scrutinise subsequent certificate claims to identify any discrepancies
- A significant proportion of any sample must include learners who have successfully achieved the unit
- The Standards Verifier will contact you to request a list of learner grades for the units approximately **4 weeks** before the agreed sample date. The Standards Verifier will confirm which learners will be sampled. You will then have 2-3 weeks to prepare the sample

## What do I need to send to the Standards Verifier?

At the start of the process, you should send the Standards Verifier a copy of your assessment plan, showing:

- Assessors and the units they are assessing
- Internal verifiers and when internal verification will take place
- Confirmation of the learners registered on the programme

Approximately 4 weeks before the agreed sampling date, you should send updated records, showing learners' achievement and grades and which have been subject to internal verification.

The sample must consist of:

- The required samples of learner work, selected by the Standards Verifier
- Learner evidence must include an authenticity declaration from each learner
- Copies are preferred – if originals are sent, we can take no responsibility for the safe return of learner work
- Assignment briefs for the units identified
- Internal verification records for the assignment briefs
- Assessment records for the learner work
- Internal verification records for the assessment decisions
- Learner consent declaration for each piece of learner work
- Lead Internal Verifier declaration

For each sample there must be definitive evidence of assessed work covering the whole unit. You should provide a complete sample which can be used to accurately judge your approach to assessment. If the materials are incomplete, inappropriate or appear to not be authentic then the Standards Verifier cannot complete sampling. They will contact you for clarification if there are elements missing, or the evidence is not clearly identified.

### Sending the sample

Sampling will be conducted in the following ways:

Sector	Method
Application of Science	Postal
Principles of Applied Science	Postal
Art and Design	Visit
Business	Postal
Engineering	Postal
Health and Social Care	Postal
Information and Creative Technology	Postal
Performing Arts	Postal
CPLD (BTEC National)	Visit and Postal

We prefer you to send copies, not original evidence, to reduce the risk of damage to the learners' work. Also, original work may be too bulky and expensive to deliver. For some units in creative arts BTECs, this may present logistical issues.

We have a courier service for you to use when sending samples. Full account details and instructions can be found on the Key Documents page of the BTEC website, under **Centre Guides**: [www.btec.co.uk/keydocuments](http://www.btec.co.uk/keydocuments)

### Can samples be sent electronically?

Yes, electronic submission is recommended where possible. However, you must ensure that:

- you can assure the validity of the evidence
- the evidence covers the assessment criteria fully
- it includes full assessment and internal verification records
- your Standards Verifier is able to access the materials

### Assessment of practical activities

Many units include practical activities where assessment is recorded through observation statements. We advise you to use a form that clearly details the assessment and identifies the assessment and grading criteria achieved. We provide template forms on the Key Documents page of the BTEC website: [www.btec.co.uk/keydocuments](http://www.btec.co.uk/keydocuments)

Standards Verifiers need to be able to independently judge the validity of the assessment decisions and so they need evidence in addition to observation records. This evidence may take a variety of forms such as photographs, video, and audio.

When submitting copies of DVDs, CDs and other recording materials please ensure such materials identify the following as part of the evidence:

- centre name and number, assessor name
- learner name and Edexcel registration number
- unit title and number and learning aim(s) attempted
- assignment reference / title

You must also provide information on assessment decisions and assessor feedback. These are likely to be provided as paper or electronic documents to support DVD/CD materials.

### Postal sampling of practical units

It is important that sampling evidence is sufficient to justify the assessment and grading criteria awarded. Please ensure that the Standards Verifier has all the information needed to verify grades, to prevent misunderstandings.

Original work may be too bulky and expensive to deliver. For some units in creative arts BTECs, this may present logistical issues. The following guidance gives advice on how best to prepare and send samples for various types of evidence. If in doubt, discuss the sample with your Standards Verifier.

### General guidance

- Encourage the recording of work as it is being done. Records of work in progress can provide good evidence. Also, collating a sample is easier if records have been kept throughout
- Witness statements and observation records should be included where relevant
- A front sheet must be included, showing the learner's name, number, centre name and number, unit and criteria awarded. The work of each learner must be clearly identifiable and it should be clear which assignment each piece of work applies to
- All work, including electronic files, should be clearly labelled with the learner name and unit title
- Electronic evidence should be sent on a CD or DVD as the files are generally too large to email as

attachments. If memory sticks are used they cannot be returned

- The quality and resolution of any photographs or digital evidence must be high enough for the Standards Verifier to be able to make judgments on the quality of the original work. This includes video or audio files
- To make sure that the Standards Verifier can open electronic files, please discuss this with them before you prepare the sample. You should use the following file formats:
- PowerPoint
- Word Document (in Rich Text Format, to ensure compatibility)
- PDF
- For video & audio files: WMV (Windows), MPEG (Mac), high quality MP3
- Please do not use software that is not commonly available on home systems unless you have agreed this with the Standards Verifier beforehand
- When photographing work, please ensure the following:
- Adequate lighting, using natural daylight where possible
- Proper framing of the subject
- In focus
- White balance corrected
- Any text is easily readable
- A high resolution (for digital)

### Performance-based units

- Some units require working log books (actor logs, dance diaries, training diaries, production files, etc.) which can be bulky, contain annotated scripts, studio diagrams, etc. Some units may have evidence which is easier to copy, or may have more evidence in electronic or written formats
- Completed units may relate to more than one performance. At the Standards Verifier's discretion, samples of completed units may comprise one of the performance projects, as long as all the assessment and grading criteria have been assessed at least once in the sample. This should include the final (summative) assessment, with tracking documentation of earlier formative achievement
- Learners must be clearly identified, particularly in a group performance or team activity. Learners can verbally identify themselves on video and/or you can provide a written commentary with a written description, timings and positions
- For musical performances, all performers should be identified. If this is an audio only recording, a written note would cover this
- Ensure that the playback medium is agreed beforehand with the Standards Verifier. In most cases, a DVD which is playable in a domestic DVD player will be appropriate. If a DVD-Rom is provided, you must check that it can be played on a standard PC or Mac without the need for specialist software

### Production-based units

- As with performance based units, some productions often require working log books (actor logs, dance diaries, production files, meeting minutes, etc.) which can be bulky, contain annotated scripts, studio diagrams, etc. Some units may have evidence which is easier to copy, or may have more evidence in electronic or written formats
- CAD evidence of stage plans, studio layouts, shot blocking, etc. will need to be printed or made available in a format accessible to the Standards Verifier
- Evidence may include design portfolios containing sketches, swatches, textured elements, etc.; 3D sets and models; large ground plans and scale diagrams; costumes, etc. These will need to be recorded in photos or videos



- Video and photo records of puppets and masks will be needed to show quality of workmanship as well as fitness for purpose and fitting (masks) and ease of use (puppets)
- For audio and video group productions, it should be made clear what role the learners undertook, so that the Standards Verifier can assess the contribution from the learner in the sample. Individual production logs are a good way for learners to identify what they did and allows for self evaluation of their processes and finished production
- Some production evidence may come from project files using specific sequencing or editing software (e.g. ProTools, Avid, Final Cut Pro, etc.). You should discuss this with the Standards Verifier beforehand. If they do not have access to the relevant software, you may wish to include screenshots of the project environment and include versions of the finished piece to show progression. These will need to be clearly labelled

## Visits

Your Standards Verifier will contact you to arrange a suitable date and time to sample work, the requirements for information to be provided to the Standards Verifier are the same as a postal sampling method. The visit should take place within the sampling window.

## Internal verification

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

- assessment is consistent across assessors
- assessment instruments are fit for purpose
- assessment decisions match learner work accurately and fully to the learning aim
- standardisation of assessors takes place

**Full evidence of internal verification must be provided in the standards verification sample.**

Learners included within the sample must have been subject to internal verification. By this, we mean that for each learner, the assessment decisions for at least one assignment towards the unit have been internally verified.

Before the sample is sent to the Standards Verifier your Lead Internal Verifier should check the sample and confirm that the standards are met by signing the 'Lead Internal Verifier Declaration'.

Centre Guides to Assessment and Internal Verification and templates can be found on the Key Documents page of the BTEC website: [www.btec.co.uk/keydocuments](http://www.btec.co.uk/keydocuments). The templates are not mandatory and you are free to design your own, but using them will help to ensure that you are meeting requirements.

## Accessing the standards verification report

Once the report has been submitted by the Standards Verifier, your Quality Nominee will receive an automatic email alert and you can access your report through Edexcel Online. If not already a user of Edexcel Online, please ask your Exams Officer to set you up with access.

## Outcomes of first sample

To ensure the accuracy of assessment decisions you must:

- have appropriate assessments instruments which guide learners to achieve the learning aims
- be assessing accurately to national standards
- have appropriate standardisation of assessors
- undertake appropriate monitoring of assessment through internal verification

### Successful outcome

The Standards Verifier agrees that you are assessing to national standards and have successful quality assurance procedures for the programme. Certification is released for the academic year and a second sample is not required.

The Standards Verifier may agree that standards are being maintained but offer recommendations on how to improve on current practice. You should read the report carefully for recommendations. As part of Quality Review & Development we check how your centre responds to Standards Verifier reports.

### Unsuccessful outcome

The Standards Verifier does not agree that you are assessing to national standards. If the Standards Verifier finds that any assessment decision is incorrect or that the approach to assessment and verification is not valid, certification is blocked and a second sample will be requested.

## Second sample

A second sample is required if the first sample blocks certification. The second sample should include the elements of the first sample that caused the initial certification block, with evidence to show that the issues have been addressed. These will be clearly identified in the standards verification report.

The Standards Verifier will need to ensure that standards are being reapplied consistently across a programme that is blocked at first sample.

Therefore, the Standards Verifier will:

- check that amendments have been made to the original sample of learners
- check a further sample of learners to ensure that standards are being correctly applied

The number of extra samples will depend on the registrations on the programme:

## New NQF BTEC Firsts from 2012

Number of learners in first sample	Extra learners required for second sample
5 learners (core unit)	5 learners
5 learners (across each 'group' of optional units)	5 learners
10 learners (core unit)	10 learners
10 learners (across each group of optional units)	10 learners

## NQF BTEC Level 3 National Certificate and Diploma in Children's Play, Learning &amp; Development

Number of learners in first sample	Extra learners required for second sample
1-3 learners	no sample increase
4 learners	+2 learners (or all learners if less than 6 registrations)
8 learners or 12 learners	+ 4 learners

## What is the process?

The Standards Verifier will contact you when the first standards verification report is submitted to agree a timescale for a second sample to be provided and the format of the sample required

The Lead Internal Verifier should conduct a review of assessment, addressing whether:

- an individual assessor has not been correctly standardised
- individual learners have not been assessed accurately
- there is consistent misinterpretation of unit specifications

## Successful outcome at second sample

The Standards Verifier agrees that you are now assessing to national standards and have successful quality assurance procedures for the Principal Subject Area. Certification is released for the academic year.

## Unsuccessful outcome at second sample

The Standards Verifier still does not agree that you are assessing to national standards.

- At this point the relevant Regional Quality Manager will meet with you to agree a remedial action plan
- Once the remedial action is completed satisfactorily, the Regional Quality Manager will release certification for the academic year

Standards verification process map

