

IKB Studio School's Assessment and Internal verification Policy

Departments are responsible for setting their assessments in line with specification requirements.

They should check that their assignments are appropriate and they should be checked by the internal verifier and the appropriate cover sheet completed (**Internal Verification – Assignment Briefs** is available on the network).

Teachers should mark the work according to the mark schemes and should complete an appropriate cover sheet for each student. (**Internal Verification – Assessment decisions** is available on the network).

IVs should moderate an appropriate amount of the work and complete/amend/ countersign the original marksheet in a different colour. The amount to be moderated should follow the guidance from <http://www.edexcel.com/quals/BTEC/Documents/Centre-Guide-t-IV.pdf> (See p5).

Student results should be recorded centrally (either in hard copy or on a spreadsheet). ***[Staff are reminded of the requirement to store records and marks for three years after the completion of the course].***

Course leaders are responsible for ensuring SRFs are completed accurately and on time.

When transferring marks from school records onto exam board sheets, staff should ask someone to counter-check that the marks corresponds.

STL are responsible for ensuring that these guidelines are followed.