

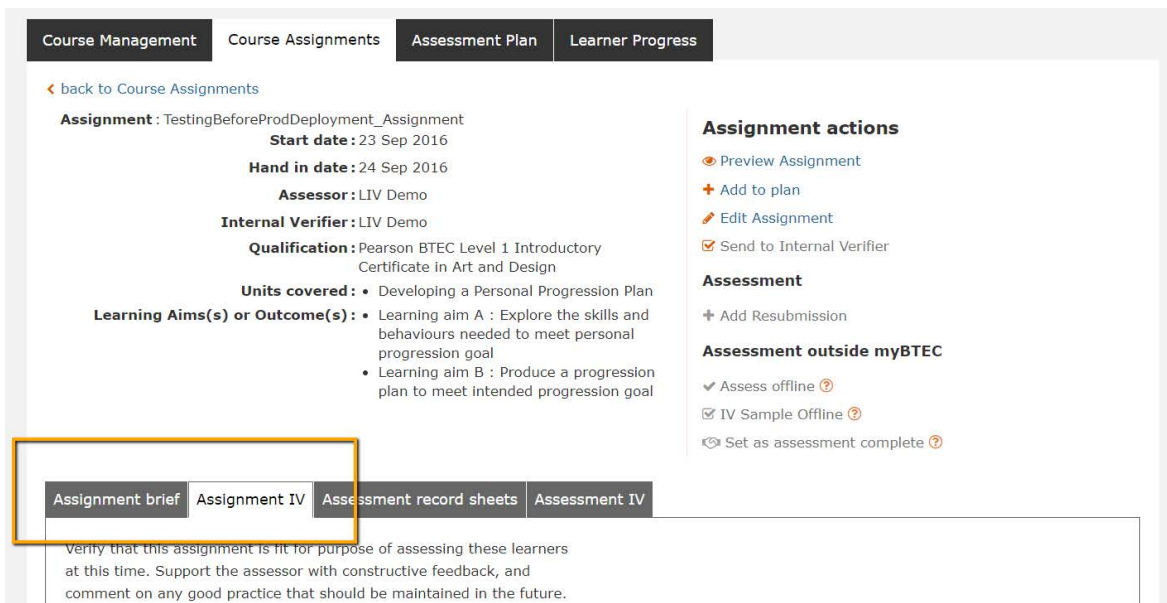
## 6. How to go about internal verification in myBTEC

### Step-by-step process

#### How to IV review assignments in myBTEC

**Step 1** – When the **Assessor** is ready for you as **Internal Verifier** to review an assignment brief you will receive an email and a task in your task list.

**Step 2** – Click on the link in the email or in the task, provided you are logged into myBTEC you will go straight to the **IV form**. You can see the assignment brief on the next tab.



The screenshot shows the myBTEC interface with the following elements:

- Navigation tabs:** Course Management, Course Assignments, Assessment Plan, Learner Progress.
- Assignment details:**
  - Assignment: TestingBeforeProdDeployment\_Assignment
  - Start date: 23 Sep 2016
  - Hand in date: 24 Sep 2016
  - Assessor: LIV Demo
  - Internal Verifier: LIV Demo
  - Qualification: Pearson BTEC Level 1 Introductory Certificate in Art and Design
  - Units covered: Developing a Personal Progression Plan
  - Learning Aims(s) or Outcome(s):
    - Learning aim A : Explore the skills and behaviours needed to meet personal progression goal
    - Learning aim B : Produce a progression plan to meet intended progression goal
- Assignment actions:**
  - Preview Assignment
  - Add to plan
  - Edit Assignment
  - Send to Internal Verifier
- Assessment:**
  - Add Resubmission
- Assessment outside myBTEC:**
  - Assess offline
  - IV Sample Offline
  - Set as assessment complete
- IV Form Tabs:** Assignment brief, Assignment IV, Assessment record sheets, Assessment IV. The 'Assignment IV' tab is highlighted with an orange box.
- IV Form Content:**

Verify that this assignment is fit for purpose of assessing these learners at this time. Support the assessor with constructive feedback, and comment on any good practice that should be maintained in the future.

**Step 3**– At the top of the form there are 4 options, these options determine how many checks myBTEC can automate vs which you still need to undertake

**Step 4**– You can then complete the IV review. Choose 'Yes' or 'No' for each point and provide constructive comments.

**Step 5**– When you have completed your feedback click 'Complete Sampling' and the Assessor will be notified of your feedback. You can approve or reject the assignment. Once confirmed you will not be able to edit your form again.

**Step 6**– If you reject the assignment then the assessor can amend it and resend it to you. In this case myBTEC will issue you with a second task to complete a follow-up comments box, to confirm if the assignment is now suitable to be used, and resubmit the form.

## How to IV sample marking

Once an Assessor has completed marking all the learners in an assessment, the selected Internal Verifier will receive an email and a task in their task list.

**Step 1** – Click on the link in the email or in the task, provided you are logged into myBTEC you will go straight to the IV sampling form.

Assignment brief | Assignment IV | **Assessment record sheets** | **Assessment IV**

### Internal Verification - Assessment Decisions

This is your opportunity to verify that the marking is correct so that learners are correctly guided. It is also an opportunity to support the assessors constructive feedback and comments on any good practice that should be maintained in the future.

[Edit plan](#)

Assignment title	Learners	Start date	Hand-in deadline	Current status
Introduction to Business units - Copy	3	10 Feb 2017	17 Feb 2017	3. IV Sampling in progress

[View unit specification\(s\)](#) [Export IV sampling forms](#)

**Choose learner** CHARLOTTE BUNN

**Step 2** – You can see the assessment record sheets on the next tab.

**Step 3** – Select the learner that you would like to sample first

**Step 4** – Complete the form as you normally would, myBTEC will choose your final outcome based on your decisions above. Do **NOT** click 'Complete sampling'.

**Step 5** – Select the next learner that you would like to sample, and repeat! You will see that the first learner's status has changed to show that you have sampled them.

**Choose learner**

- CHARLOTTE BUNN  
✓ Completed
- JACK FROST  
Sampled Rejected
- BEN SWIET  
Not Sampled

### INTERNAL VERIFIER CHECKLIST

		Please give reasons for responses including evidence of judgements and good practice.
Have the learner and the Assessor confirmed the authenticity of the evidence?	<input checked="" type="radio"/> Yes <input type="radio"/> No	e5t iw56i w5
Is there evidence of collusion or plagiarism?	<input type="radio"/> Yes <input checked="" type="radio"/> No	we 5t7iw56i
Does the assessment feedback to the learner: • Link to relevant assessment criteria? • Justify each assessment criterion awarded?	<input checked="" type="radio"/> Yes <input type="radio"/> No	sw tiw6i sw56i sw56iw56
<input checked="" type="checkbox"/> I confirm that the assessment decisions are accurate, there is no evidence of assessment malpractice and any action points have been addressed and completed in respect of the whole cohort.		

**Step 6** – When you have completed all learners click '**Complete sampling**'. You will be prompted to confirm that you have completed sampling. Once confirmed you should not need to edit your forms.

**Step 7** – When you have completed your feedback click '**Complete sampling**' and the Assessor will be notified of your feedback. You can approve or reject the assessment.

**Step 8** – If you reject the marking for any learner then the assessor will be asked to reassess and then myBTEC will issue a new task to you to confirm that the feedback can be issued.

If you approve the marking then the progress tracker will update with any learner unit achievement, and the assessor will be notified that they can export and issue the assessment record sheets to the learners.

## Previous steps

1. [How to find your way around](#)
2. [How to claim a role](#)
3. [How to create a course](#)
4. [How to create an assignment](#)
5. [How to create assessment plans](#)

## Next Steps

7. [How to use the tracking grid](#)
8. [How to mark](#)
9. [How to find out what qualifications are available](#)