

BTEC Quality Assurance Handbook 2011-12

6a. BTEC Standards Verification

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What is standards verification for BTEC?

What is 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 a Principal Subject Area to conduct sampling of 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

Which qualifications does BTEC standards verification cover?

- Edexcel Foundation Learning provision
- BTEC qualifications at levels 1, 2 and 3
- BTEC WorkSkills

What is new for 2011-12?

This is the second year of the BTEC Quality Assurance Model, introduced alongside the QCF. In keeping with the new regulatory requirements, we are taking a more proactive role in selecting samples for standards verification.

We select the sample

- The Standards Verifier will agree with you an appropriate date for sampling. We ask you to provide the Standards Verifier with an anticipated list of grades for the unit(s) 4 weeks before the agreed sample date to allow the Standards Verifier to select the learners to be sampled

We will sample mandatory units

- We ask you to provide mandatory units from the largest programme at each level that you deliver. Mandatory units are identified each programme specification

We will sample whole units

- We ask you to submit the total assessed work for each learner sampled. You may use units completed in any year of the programme
- We ask you to submit only samples of learner work that have been internally verified

Second samples will include extra learners

- If resampling is required, extra learners must be included in the second sample to ensure that standards are being reapplied consistently across each programme

***NEW FOR ISSUE 2*: BTEC Level 3 90-Credit Diploma (QCF)**

What is it?

- A new qualification that slots into the existing BTEC Level 3 National suite of qualifications for added delivery flexibility
- BTEC Level 3 90-Credit Diploma (QCF), which has 540 guided learning hours

Sample size

The BTEC Level 3 90-Credit Diploma (QCF) follows the same sampling model as the Level 3 Diploma and Extended Diploma. Two units are required for sampling.

Sampling rules for BTEC Level 3 90-Credit Diploma in Performing Arts (QCF) and BTEC Level 3 90-Credit Diploma in Art & Design (QCF)

The core units within these qualifications are normally assessed by centres towards the end of the qualification delivery. There is a degree of flexibility to the sampling rules for Performing Arts and Art & Design Standards Verifiers. Standards Verifiers are entitled to **sample units other than the core units** in order to accommodate the delivery of these qualifications.

When is standards verification required?

We allocate a Standards Verifier for two reasons:

- Confirmation sampling
- Accreditation sampling

Confirmation sampling

Confirmation sampling is conducted where you have an accredited Lead Internal Verifier. Every year, a proportion of Principal Subject Areas are selected. Over the course of your Lead Internal Verifier's accreditation period (three years), you can expect your programmes to be sampled at least once.

Accreditation Sampling

Accreditation sampling is conducted where:

- a Lead Internal Verifier has completed online standardisation but their accreditation is subject to standards verification
- the final standardisation window has closed and online standardisation has not been attempted
- a Principal Subject Area is not covered by Lead Internal Verifier accreditation (e.g. Security, Emergency Care Services, Fire Services)

Please see **Chapter 5** for full details of Lead Internal Verifier accreditation.

Roles and responsibilities

Edexcel

Standards Verifier

We appoint a Standards Verifier to a Principal Subject Area, where required. They will be a subject specialist and their primary focus is to ensure you are assessing to national standards.

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 Standards Verifier

We have a Senior Standards Verifier who takes an overview of standards within a Principal Subject Area and ensures that all Standards Verifiers have appropriate standardisation and training. The Senior Standards Verifier may be asked to become involved with a centre at the request of Edexcel.

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 NVQs.

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.edexcel.com/quals/BTEC/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

QCF regulation requires that centres identify a designated person to have overall responsibility for the assessment of a group of programmes. The Lead Internal Verifier is the person designated by you to act as the point of sign-off for the assessment and internal verification of programmes in a Principal Subject Area. The Lead Internal Verifier has needs to be accredited by Edexcel, which can be achieved via our online standardisation platform (OSCA).

For standards verification, the Lead Internal Verifier will:

- ensure that records of assessment and verification are available for scrutiny by Edexcel
- ensure that current learner work are available for scrutiny by Edexcel
- liaise with the Standards Verifier to ensure that appropriate sampling takes place, where required
- sign a declaration to confirm that each learner has declared the sampled work is authentic and valid

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. As no person can internally verify their own assessment decisions, where there is a single specialist practitioner delivering the programme, arrangement must be made for their assignments and assessment decisions to be internally verified by someone appropriately experienced.

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

- assessment is consistent across assessors
- assessment instruments are fit for purpose
- assessment decisions accurately match student work to the unit assessment criteria
- effective standardisation of assessors takes place

Full evidence of internal verification should be provided as part of the sample. Centre Guides to Assessment and Internal Verification can be found on the Key Documents page of the BTEC website: www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx

Please see the chapter on **Roles & Responsibilities** for full details.

What are the time frames for completing standards verification?

- Standards verification will be conducted between **November 2011** and **April 2012**
- We allocate Standards Verifiers for **confirmation sampling** in **October 2011**, though allocation may take place at other points in the year (e.g. for programmes starting later)
- We allocate Standards Verifiers for **accreditation sampling** after each online standardisation window
- The date for selecting learners to be sampled should be agreed with the Standards Verifier
- The date for receiving the sample should be agreed with the Standards Verifier
- The Standards Verifier will complete their report within 10 working days of receiving the sample
- Confirmation and accreditation first sampling should be completed by **30th April 2012**
- We expect **all** sampling activities, including second sampling and roll-on, roll-off programmes, to be completed by **31st May 2012** so learners may receive certificates in time for college/university applications

Which units will be sampled?

To ensure that all centres are treated equally and fairly we are setting specific requirements for sampling. The Standards Verifier will sample across a group of programmes within a Principal Subject Area. They will select units from each level of programme offered. The number of units required for sampling depends on the programmes being delivered at your centre.

Programmes being delivered	Number of units sampled
Level 3 90-Credit Diploma, Diploma or Extended Diploma	Two units
Or, if neither of the above Level 3 Certificate or Subsidiary Diploma	One unit
Level 2 programmes	One unit
Level 1 or Foundation Learning programmes	One unit

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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 the units we will select as part of the sample.

In 2011/12 we will be concentrating on **mandatory units**:

- Your sample must be taken from the mandatory units from the programme(s) sampled
- Mandatory units are identified in the programme specification for each qualification
- A small number of specialist programmes may not have mandatory units. If you are delivering one of these, the Standards Verifier will agree with you a suitable alternative unit for sampling. If the Standards Verifier feels that suggested units are not suitable to be used as a sample for the programme as a whole, you may be asked to select another unit
- If you deliver the programme over two years, you may use learner work from 2010/11 or 2011/12, provided that the learners are still on the programme. You must offer units that have been completed. This will enable sampling to be completed as early as possible to ensure that certification claims are not affected and feedback and support can be provided earlier
- 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 mandatory unit, then discuss this with your Standards Verifier
- You must have completed activity for the requested units and provided the sample to the Standards Verifier no later than 30th April 2012. If you do not provide a full sample by the end of the sampling window then you will not be able to claim certificates

Sampling rules for BTEC Level 3 90-Credit Diploma in Performing Arts (QCF) and BTEC Level 3 90-Credit Diploma in Art & Design (QCF)

The core units within these qualifications are normally assessed by centres towards the end of the qualification delivery. There is a degree of flexibility to the sampling rules for Performing Arts and Art & Design Standards Verifiers. Standards Verifiers are entitled to **sample units other than the core units** in order to accommodate the delivery of these qualifications.

How many learners will be sampled?

The number of learners sampled for each unit is linked to registrations on a programme:

Number of learners registered	Learners for each unit sampled
1-3 learners	All learners sampled
4 to 100 learners	4 learners sampled
101 to 250 learners	8 learners sampled
251+ learners	12 learners sampled

- If you deliver a number of programmes in a Principal Subject Area (e.g. an Extended Certificate and a Diploma) then the total number of registrations against the unit is used to determine the sample size and learners may be drawn from any of the programmes

- The Standards Verifier will make the final selection of learners to be sampled, based on the number of learners on a programme and their anticipated grades. If a unit is graded (Pass, Merit, Distinction) the sample should include the full range of grades that you are awarding
- 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. Ideally, the sample should include learners with a range of achievement in terms of the grades awarded (e.g. learners who have achieved some but not all Merit criteria)
- A significant proportion of any sample must include of 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?

- The required samples of learner work
- Copies, not originals – 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 learner work
- Learner consent declaration for each piece of learner work
- Lead Internal Verifier declaration

For each unit there must be a definitive sample 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.

There is no requirement to send assignment briefs in advance of the sample for informal feedback. This is a service we offer as part of the preparation for sampling and we are happy for Standards Verifiers to continue this practice, where possible.

The purpose of this is to:

- provide informal feedback on assignment briefs
- address any issues with the brief quickly, before formal sampling takes place
- give the Standards Verifier an idea of the nature of the sample to be presented

It's important to note that this is merely informal advice about the assignment briefs and does not constitute formal sampling. Also, it is important that sampling is completed by the required deadlines. If it is likely to cause delays in sampling, we recommend that you don't send assignment briefs in advance of the sample.

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:

www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx

Can samples be sent electronically?

Yes, providing your Standards Verifier agrees. However, you must ensure that:

- you can assure the validity of the evidence
- the evidence covers the assessment and grading 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.edexcel.com/quals/BTEC/quality/Pages/documents.aspx

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
- unit title and number, assessment and grading criteria attempted

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

The following guidance is of particular relevance for the following sectors:

- Art & Design
- Creative Media Production
- Dance
- Music
- Performing Arts
- Production Arts
- Sport

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.

You should 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.

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 should 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 don't 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)

Visual Arts units

- Completed units in Art & Design may include a significant amount of visual evidence. Think about which of the mandatory units are most appropriate to send evidence by post. Some units may have evidence which is easier to copy, or may have more evidence in electronic or written formats
- 3D work or large scale 2D pieces should be photographed. It is useful to identify the dimensions of the work by showing a coin or a ruler alongside the piece. It is also useful to photograph ceramic or 3D work from all sides. With hollow vessels an overhead view would reveal the quality of the interior
- Visual evidence should be supplemented by the learner's research and analysis of the brief, sketchbook work and design development, presentation sheets and the final outcome

- Where a learner has produced several versions of a piece, but these do not materially add to the evidence, you may select the appropriate evidence. However, the evidence selected should still show coverage of the assessment and grading criteria awarded
- Any annotations on work should be readable. (We have experienced issues with this when producing work for online standardisation). If this is difficult, then close ups of the annotation or a supplementary sheet showing what was said would help
- The images should be presented in the correct sequence so that the Standards Verifier can see the learner's journey. PowerPoint is one way of ensuring that the images stay in order. Each individual JPEG image or word file should be numbered and the sequence should be absolutely clear. Numbering files is another simple way of doing this

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. Think about which of the mandatory units are most appropriate to send evidence by post. 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. Think about which of the mandatory units are most appropriate to send evidence by post. 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

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 accurately match learner work to the unit assessment criteria
- standardisation of assessors takes place

Full evidence of internal verification should be provided in the standards verification sample:

Learners included within the sample should 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.

Centre Guides to Assessment and Internal Verification can be found on the Key Documents page of the BTEC website: www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx

The standards verification process

Confirmation sampling

- In September each year all Lead Internal Verifiers must re-register via OSCA by logging in to OSCA, going to their registration details and clicking on "re-register". If the Lead Internal Verifier does not re-register, they will lose their accredited status.
- In October a selection of centres with accredited programmes will be identified for confirmation sampling. We will inform Quality Nominees which programme(s) have been selected
- In November the Standards Verifier will contact the Quality Nominee to agree the sample
- You should confirm with the Standards Verifier which of the mandatory units will be included within the sample

- After consultation with the Quality Nominee, the Standards Verifier will confirm by email:
 - the unit(s) to be sampled
 - the date of the sample (we advise that sampling be carried out as early as possible)
 - the date by which the learners will be selected

Accreditation sampling

- At the end of each standardisation window we issue results to Lead Internal Verifiers who have completed online standardisation
- Based on a Lead Internal Verifier's responses to the standardisation exercise, there are two possible outcomes:
 - **Accredited:** A Standards Verifier is not allocated immediately, but confirmation sampling will apply during the accreditation period
 - **Accredited, subject to Standards Verification:** We feel that the Lead Internal Verifier would benefit from immediate support. A Standards Verifier will be allocated to support them in gaining accreditation and undertake sampling
- The Standards Verifier will contact the Quality Nominee to agree the sample
- You should confirm with the Standards Verifier which of the mandatory units will be included within the sample
- After consultation with the Quality Nominee, the Standards Verifier will confirm by email:
 - the unit(s) being sampled
 - the date of the sample (we advise that sampling be carried out as early as possible)
 - the date by which the learners will be selected
- Where online standardisation has not been attempted, standards verification will only allow certification release for the current year. A Lead Internal Verifier will need to undertake online standardisation during the following academic year to gain accredited status

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 complete online standardisation via the Lead Centre
- If a Standards Verifier is allocated, either for accreditation sampling or confirmation sampling, they will contact the Lead Centre to make arrangements
- The sample should come from learners across the consortium centres
- The Lead Internal Verifier will collate and sign off the sample
- Outcomes of standards verification apply to all centres running the consortium programme(s)

Principal subject areas not covered by Lead Internal Verifier accreditation

The following Principal Subject Areas will be allocated a Standards Verifier annually:

- BTEC Security
- BTEC Fire Services
- BTEC Emergency Care

The following Principal Subject Areas **are** covered by **existing** Lead Internal Verifier accreditations but centres running these for the first time in 2011-12 will not be required to have an accredited Lead Internal Verifier. Instead they will be allocated a Standards Verifier annually:

- BTEC Management
- BTEC Supporting Teaching and Learning
- BTEC Management (Law)
- BTEC Travel Studies (Aviation Operations)
- BTEC Maths
- BTEC Children & Young People (Level 2 and Level 3 only)

BTEC Children & Young People

- As part of the regulatory requirements for programmes in this sector, we will continue to provide an annual Standards Verifier visit for level 3 Children's Care, Learning & Development programmes
- In 2011-12, this visit will cover all programmes within the Principal Subject Area at level 3 and below
- Where there is no level 3 running, postal sampling will cover all programmes within the Principal Subject Area at level 2 and below
- Where there is no level 3 or level 2 running, programmes within the Principal Subject Area will be covered by online standardisation and Lead Internal Verifier accreditation via OSCA

Highest level Children & Young People qualification you deliver	Quality assurance method
Level 3	Visit
Level 2	Postal
Level 1	Lead Internal Verifier accreditation

- The BTEC level 3 Diploma and Extended Diploma in Children's Care, Learning & Development continue to provide a licence to practice
- Therefore, for these programmes, the Standards Verifier will select one mandatory unit and **Unit 4: Reflecting on and Developing Practice for Children aged 0-8** for sampling
- The Standards Verifier will also check and report on your management of work placement activity, ensuring that:
 - learners are able to complete the required hours on placement
 - the placements undertaken reflect the requirements of the unit
 - assessor observations are completed correctly

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 criteria
- 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 Principal Subject Area. A second sample is not required.

The Standards Verifier may agree that standards are being maintained but offer recommendations to the centre on how to improve on good 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.

Depending on the sampling activity undertaken, a successful outcome means:

- **Confirmation sampling:** the Lead Internal Verifier retains accreditation for the full accreditation period and certification release is confirmed
- **Accreditation sampling:** the Lead Internal Verifier gains accreditation for the current academic year plus 3 years, subject to future confirmation sampling. Certification is released
- **Accreditation sampling (standardisation not attempted):** certification is released for the current academic year only. A Lead Internal Verifier will need to take online standardisation during the following academic year

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, a second sample will be requested.

Depending on the sampling activity undertaken, an unsuccessful outcome means:

- **Confirmation sampling:** certification is blocked but Lead Internal Verifier accreditation is unaffected, pending the outcome of the second sample

- **Accreditation sampling:** certification is blocked and the Lead Internal Verifier does not gain accreditation. A second sample will be requested. The Lead Internal Verifier will be required to undertake online standardisation the following year
- **Accreditation sampling (standardisation not attempted):** certification is blocked. A second sample will be requested. A Lead Internal Verifier will be required to undertake online standardisation the following year

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 each programme that was 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:

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.

Depending on the sampling activity undertaken, a successful outcome means:

- **Confirmation sampling:** the Lead Internal Verifier retains accreditation for the full accreditation period, subject to future confirmation sampling. Certification is released

- **Accreditation sampling:** the Lead Internal Verifier does not gain accreditation but certification is released for the current academic year only. The Lead Internal Verifier will be required to undertake online standardisation the following year
- **Accreditation sampling (standardisation not attempted):** certification is released for the current academic year only. A Lead Internal Verifier will be required to undertake online standardisation the following year

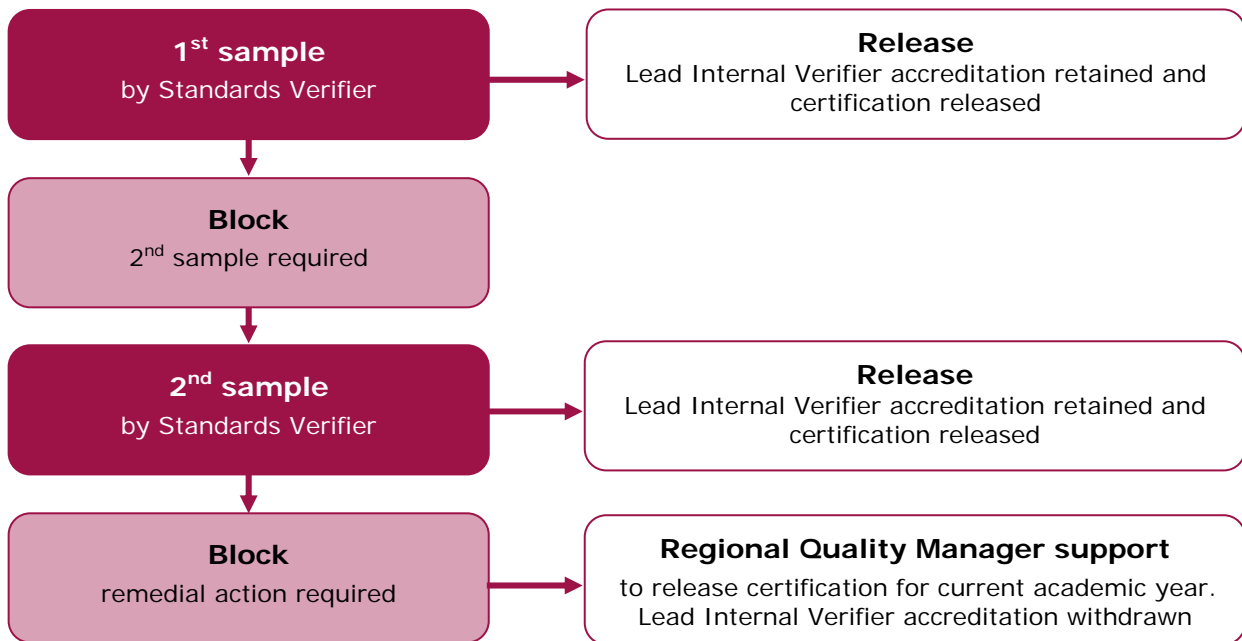
Unsuccessful outcome at second sample

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 current year only
- Accredited Lead Internal Verifiers will lose their accreditation and will be required to undertake online standardisation the following year

Process maps

Confirmation sampling



Accreditation sampling

