Internal Verification Policy

DETAILS OF POLICY	
Original policy created by:	Andy Coates
Date of most recent review:	September 2023
Reason for review:	Update
Adopted by:	SLT
Parties communicated to:	All stakeholders
Methods of Communication:	School intranet, website
Next planned review date:	September 2026
Persons responsible for audit review of policy:	SLT

An effective internal verification system ensures assessment practices and decisions are regularly reviewed and evaluated to ensure the validity of the award of credit. The centre will have an appropriate quality system in place to underpin that delivery and evidence that it is implemented effectively.

Internal verification is a process by which the centre regularly samples and evaluates consistency and fairness. It involves two key processes – verification and standardisation and is carried out by one or more internal verifiers. To maintain the integrity of the assessment process, internal verifiers must scrutinise the assessment practices and assessment decisions of tutors/assessors.

A plan of proposed internal verification activity must be developed before the cycle begins. This must indicate what will happen, when it will happen, who is to be involved and how it is to be recorded.

The Centre will retain samples of learners work for a three year period.
The Centre will also retain the following records for a three year period from the end of the year to which they relate:

- Names of students, dates of birth and contact address

- Title and accreditation number of each qualification and unit studied

- Name(s) of Assessor(s)

- Assessment records, including assessment decisions and reasons for the decision

- Names of Internal Verifier(s)

- Full records of the internal verification process i.e.
  The internal verification plan
  Minutes of internal verification meetings
  The sample taken by the internal verifier, normally in the form of a matrix

- Any resulting action points and details of how and when these have been or will be addressed.

Standardisation Policy Statement

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering provision, or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses. It is recommended that internal standardisation meetings include all tutors and internal

verifiers concerned and that action plans are produced and followed up. The internal verifier for the course(s) has the responsibility for arranging and facilitating standardisation events. The outcomes of the standardisation process will be used to improve the assessment practice of tutor assessors and bring about consistency of assessment decisions to safeguard the integrity of the award of credit and qualifications.

<u>Internal Standardisation provides:</u>

- Evidence of consistency and a common understand of credit value and level

- Opportunities for staff to share good practice in assessment, including writing assignment briefs, benchmarking, evidencing, providing feedback to learners and recording keeping.

- Opportunities for self-assessment and action planning towards quality improvement