Internal Verification Policy

Version:	V3- Replace Previous Policy
Last updated:	December 2019 Reviewed Nov 2020
Next review:	December 2021 or when there is a change in circumstances, in work practices or the introduction of new legislation.
Signed	
Lead	Emma Brock

This policy meets all the requirements of SEN and Disability (SEND) Code of Practice.
It will be reviewed annually or when there is a change in circumstances, in work
practices or the introduction of new legislation.

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Introduction

Assessment practices and decisions are regularly sampled and evaluated and findings are acted upon to ensure consistency and fairness.

The role of the Internal Verifier is to ensure that:

- Assessment is appropriate, consistent, fair and transparent and does not unintentionally discriminate against any learner;

- Tutors/assessors receive ongoing advice and support, for example in designing assessment activities;

- Learners clearly understand assessment requirements and are given opportunities to achieve against the assessment criteria;

- Learners' work is presented in a manner that enables effective verification to take place;

- Evidence of learner achievement is clearly mapped to the assessment criteria;

- Recommendations for the Award of Credit for Open College Network accreditation are valid, reliable and consistent.

The Internal Verification system ensures:

- A forum for discussion of borderline cases

- Reduction in level of direct external verification scrutiny

- Valid, reliable and consistent Award of Credit for Open College Network accreditation

- Recorded assessment decisions which are appropriate, consistent, fair, transparent and equitable

- Clarity for learners about assessment requirements

- Effective preparation and presentation for external verification

- Regular review of the programme

- Tutor networking and sharing of good practice

The Process

The tutor (or assessor) will assess the learners' work and record their assessment decisions on the appropriate forms.

There will be a standardisation meeting at the beginning of the year to ensure that all tutors are clear about assessment requirements. Tutors will use the same tracking documents to record achievement.

The internal verifiers will sample assessed work to ensure that all of the criteria in the units are being met and the workload for learners is appropriate to the level and credit value of the unit.

Given the flexible nature of the course, precise dates for internal verification cannot be set at the beginning of the year. Instead, internal verification will take place termly. The internal verifier will liaise with the external verifier, where appropriate, regarding dates, samples required and meeting with tutors and learners. Internal verification paperwork will be completed prior to the external verifier's visit.

All tutors will be provided with assessment guidance and a copy of internal verification paperwork.

All units will be sampled to ensure full compliance with awarding bodies and exam boards. All aspects of the course must be considered at each IV activity. Factors to consider are:

- Sites of delivery
- Tutors/assessors
- Number of units
- Delivery methods
- Previous IV recommendations
- Assessment methods
- Special arrangements

- EV recommendations
- Borderline cases
- Unit levels

The internal verifier will provide feedback to the assessor and lead teacher on the outcome of internal verification. The lead teacher will follow up any action points identified.

All internal verification records will be made available to the external verifier.

The internal verification process will be reviewed at the end of the year and any changes/recommendations will be recorded.

IQA calendar (academic year 2020/2021)

Dates have been arranged for IQA's to meet for standardisation purposes, quality assure assessment decisions and for visits of the external quality assurer.