Internal Verification and Standardisation Policy

Policy creator: Tracey Costello
Policy reviewed: 24/10/2024

Centre Name	Cambian Wing College
Centre Number	55108
Date procedure first created	14/05/2021
Current procedure reviewed by	Magdalena Lawrence
Current procedure approved by	Cassandra Pollitt
Date of next review	30/11/2025

Key staff involved in the policy

Role	Name
Exams Officer	Tracey Costello
Senior Leader(s)	Magdalena Lawrence
Head of Centre	Cassandra Pollitt
Other staff (if applicable)	Not Applicable

The following policy is written to reflect the guidance issued by our current awarding bodies; Pearson, AQA, OCR and Ascentis. This Policy prescribes a course of action which is compliant with these awarding bodies.

1. Introduction

1.1 Aims

a) To ensure that Internal Verification (IV) is valid, reliable and covers all assessors and programmes.
b) To ensure the IV procedure is open, fair and free from bias.
c) To ensure that there is accurate and detailed recording of IV decisions.

1.2 In order to achieve this, Cambian Wing College will:

a) Ensure that all assignments and assessment tasks are verified as fit for purpose;
b) Verify an appropriate sample of assessed work from all courses and assessors to ensure all assessment decisions conform to national standards and awarding body expectations;
c) Plan an annual internal verification schedule, linked to assignment plans;
d) Define, maintain and support effective internal verification roles;
e) Ensure that identified staff will maintain secure records of all internal verification activity;
f) Brief and train staff on the requirements for the current internal verification procedures;
g) Provide standardised IV documentation;
h) Use the outcomes of internal verification to enhance future assessment practice;
i) Discuss and confirm with external moderators/examiners during their interim or summer visit that Cambian Wing College's IV practice remains appropriate.

2. The Internal Verifiers Role

2.1 The Lead Internal Verifier (IV)

The Lead IV is responsible for ensuring effective verification. The Head Of Education will nominate subject/course/year Internal Verifier(s) as appropriate.

2.2 The Internal Verifier:

*   checks the quality of assignments before distribution to the students; and

*   verifies the quality of assessment decisions to ensure they meet national standards.

a) The Internal Verifier should have:

*   a good understanding of the relevant awarding body assessment requirements; and

*   have subject specific knowledge of the programme being verified

2.3 The Internal Verifier should undertake the following tasks throughout the duration of the course:

A   Planning
*   Ensure that the IV schedule covers all units and all assessors on any given programme
*   Advise on the interpretation of national standards
*   Co-ordinate assessment arrangements with subject teachers
*   Internally verify all assignment briefs before these are issued to students

B   Implementation
- Ensure an effective system of recording student achievement is in place
- Advise on opportunities for evidence generation and collection
- Keep records of the verification process for one year after certification, or the period specified by the awarding body if longer.
- Liaise with external verifiers

C   Assessment/Internal Verification
- Advise on the appropriateness of assessment evidence with regard to level, sufficiency, authenticity, validity and consistency
- Check the quality of assessment to ensure that it is consistent, fair and reliable
- Ensure another person internally verifies own assessment decisions;
- Give feedback to assessors and identify action to be taken where appropriate
- Provide advice and support to assessors on a regular basis.

D   Follow Up
- Ensure appropriate corrective action is taken in regard to assignment briefs or assessment decisions where appropriate
- Advise team of identified training needs
- Provide feedback on aspects of the assessment system to the team, senior management or external moderators/examiners

E   Standardisation
- Standardisation of assessment must take place where there is more than one assessor engaged in delivery and assessment of an assessment or unit;
- Standardisation meetings can be used to develop quality and consistency of assessment across assessors involved in different units across a programme or across different programmes;
- Each course team should conduct internal standardisation (IS) to ensure that they meet the awarding body quality standard for pass with non-graded units and the grading criteria for the units that are graded.

3. The Internal Verification Process

   Internal Verification is a three stage process

3.1 Stage 1: Draw up assignment and verification schedule.

The assessors and internal verifiers for each unit should be recorded, either:

- On an internal verification schedule at the start of the year; or
- As each assessment takes place and is internally verified.

Documentary evidence should be completed by the internal verifier showing the identity of the assessor, the identity of the internal verifier, the assessment date/point of the assignment/unit and the date that internal verification took place.

3.2 Stage 2: Internal Verification of Assignment briefs

All Cambian Wing College devised assignment briefs must be internally verified before they are issued to students. The objectives of this stage of verification are to ensure:

- The tasks and evidence will allow the learner to address the targeted criteria;
- The brief is written in clear and accessible language;
- Learner's roles and tasks are appropriate to the level of the qualification; and
- Equal opportunities are incorporated.

The outcome of internal verification must be recorded including any actions identified by the internal verifier. If actions have been identified, the assessor must rectify those actions and return it to the internal verifier to sign off. This form must be signed and dated for external quality audit purposes. Once the assignment is verified as fit for purpose, it can be issued to the students.

3.3 Stage 3: Internal Verification of Assessment Decision

A sample of assessed work from every unit and every assignment must be internally verified to check the accuracy of assessment.

Internal verification of assessed work must be recorded. If action is required, the assessor should rectify those actions and return the assessment paperwork to the internal verifier for sign-off.

Internal verification of assessment decisions should be undertaken at each part/stage/progression point and should be a continuous process throughout the year.

4. The Internal Verification Sample
4.1 During the course of the programme, a sample should be taken from:
- Each assessor;
- Each assessed unit; and
- Every assignment

The sample should be constructed in such a way that ensures that it checks the entire assessment process rigorously.

4.2 Awarding Bodies may recommend a specific sample size and the sample must comply with the minimum size required. When determining the composition of the sample the following should be taken in to account and may lead to a larger sample being verified:
- The fill range of assessment decisions made i.e. work meeting distinction criteria, merit criteria, pass criteria and work not yet passed should all be included in the sample;

- • The experience of the assessor; new or inexperienced assessors should have more work internally verified than an experienced assessor;
- • When a unit content has changed or revised the sample size should be increased;
- • The size of the group of learners; and
- • Issues identified at previous external moderation visits may also affect sample size.

Policy amendment
This policy may only be amended or withdrawn by Cambian Wing College.

This Policy has been approved by the Cambian Wing College:
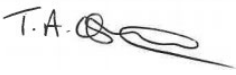
Head of College

Signed: Name: Cassandra Pollitt   Date: 01/11/2024

Head of Education

Signed: Name: Magdalena Lawrence   Date: 01/11/2024

Examinations Officer

Signed: Name: Tracey Costello   Date: 01/11/2024

Please note that a signed copy of this Policy is available from the Examinations Officer.

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