Policy/Procedure/Guideline Review

Policy/Procedure/ Guideline:	Internal Verification Policy
Senior Manager Responsible:	Associate Principal – Quality/Lancashire Adult Learning
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Internal Verification Policy

1.   Introduction

1.1   This document is applicable to everybody involved in assessment, administration, management, verification and moderation of qualifications delivered at the College.

2.   Purpose

2.1   This policy has been designed to promote quality, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that high standards of assessment are maintained over time.

3.   Legislative/Quality Framework

3.1   It is essential that all deliverers of qualifications have quality assurance systems in place to ensure all assessment is fair, consistent and meets national requirements and those of the individual awarding bodies.

4.   Scope

4.1   This procedure relates to all learning programmes where there is an accredited qualification as an outcome. The processes and documentation outlined in this procedure should be regarded as a baseline standard. Variations in practices can occur, however plans to deviate from normal practice must be identified with the Quality team.

5.   Verification Objectives

5.1   Internal verification (IV) objectives propose to:

- Operate from established verification policy and procedures that are reviewed where required in line with the College's quality control arrangements.

- Ensure an effective induction is provided for all members of the assessment and verification teams, as required.

- Ensure effective appraisal and continued professional development for all members of the assessment and verification teams.

- Ensure that the assessment and verification teams understand and follow all the college policies and procedures.

- Ensure the College will embed equality and diversity throughout the internal verification and assessment activities.

- Ensure quality via accurate and effective assessment of all student work.

- Monitor and ensure consistency of assessment outcomes via appropriate interpretation of national requirements.

- Review and evaluate the quality and consistency of assessment at different stages of the assessment process.

- Maintain accurate and current records of internal verification and moderation.

- Standardise all components of the assessment, where appropriate.

- Carry out continuous improvement activities to ensure all corrective
  Actions **and** best practice guidelines requested by the external verifier are complied with.

5.2   Internal Verification Strategy

The purpose of this strategy is to provide realistic strategic objectives devised to ensure that we will effectively comply with national standards. In devising an IV strategy, we are also effectively complying with our own IV policy.

Strategic objectives

There are a number of strategic objectives whereby we propose to ensure:

- All staff with internal verification/moderation responsibilities are suitably qualified to undertake this role.

- That all staff involved in assessment, internal verification and/or moderation are aware of the internal verification policy and strategic objectives and can facilitate the implementation.

- That the development needs of all staff involved in assessment/internal verification/moderation are taken into consideration.

- Newly qualified internal verifiers are given the necessary support to fulfil their duties effectively.

- All assessors and all types of assessment are internally verified.

- Standardisation activities take place across all areas within College.

- Standardisation activities are in line with the relevant awarding body.

- That records and documentation of assessment, internal verification and moderation decisions are maintained for external verification purposes.

Internal Verification Interventions

The following internal verification interventions aim to ensure the consistency of assessment across all assessors. IVs should aim to make

an intervention to every course/candidate cohort, on at least one occasion as specified by the awarding body.

Internal Verification interventions include:

- Observation of assessments.
- Sampling of assessment evidence.
- Interviews with students.
- Standardisation activities and/or meetings.

6.   Roles and Responsibilities

6.1   Quality Team

The Quality Team will maintain a record of all courses requiring IV/EV/ SV/Moderation along with relevant responsible personnel for each department. The record will also record key actions and sanctions and arrangements for EV visits/and or Sampling. It is the responsibility of the
Lead internal verifier to ensure that this data is kept up to date and is supplied to the Quality Team.

- Must receive all reports and communication directly from Awarding Bodies.

- Ensure that key themes including good practice from EV reports are communicated to the department and senior managers.

- Have access to CPD records for all staff.

- In conjunction with Human Resources ensure that CPD records for Assessors are relevant, accurate and up to date in line with the compliance requirements of the Awarding Body.

6.2   Lead Internal Verifier

The lead internal verifier (Manager with nominated responsibility for IV, usually the Curriculum Leader) will:

- Ensure their knowledge and understanding of the qualifications and Awarding Body requirements is current.
- Be responsible for overseeing the day to day issues regarding: certifications, registrations, test results, qualification queries and Awarding Body updates.
- Ensure that arrangements are made for the EV to have access to Assessors and learners and, to ensure that the staff qualifications record is updated.
- Be responsible for ensuring that learner registrations are completed

prior to any assessments taking place with candidates and comply with the individual Awarding Body requirements.

- Be responsible for the co-ordination and monitoring of the administration procedures and co-ordination of examinations and tests for the Department to ensure these are in line with the Awarding Body requirements.

- Ensure there is appropriate follow through and closure on actions identified through EV/SV or Moderator Reports.

- Be responsible for adhering to the Malpractice and Maladministration Procedure outlined in the Awarding Body documentation and doing spot check to monitor compliance.

- Ensure that the Quality team are informed immediately of any difficulties encountered during an EV visit or sanctions applied by Awarding Bodies.

- Ensure that all records are stored in a central location for ease of access for the Quality team and stored securely whether paper based or on line.

- Recommend CPD requirements and training.

- Ensure that training and support is in place for new assessors.

- Ensure that the Lead internal Verifier/Internal Verifier has adequate resources to carry out the role effectively and has sufficient occupational expertise/technical competence.

- Ensure that appropriate succession plans are in place to cover the eventuality of key staff leaving the organization.

- Prepare IV/Quality Assurance Strategies and Sampling Plans.

- Sample Assessor records to monitor consistency of the assessment process.

- Sample assessments to monitor consistency of assessment decisions.

- Observe assessment practice and monitor the consistency of the assessment process.

- Ensure open access and equality of opportunity for all learners.

- Follow agreed procedures if appeals arise.

- Advise staff on confidentiality and security of learner's work and portfolios.

6.3 Exams Team

The Exams Team will be:

- Responsible for the co-ordination and monitoring of the administration procedures and co-ordination of examinations and tests for the Department to ensure these are in line with the Awarding Body requirements.

- Providing annual refresher training to relevant staff.

7. Internal Verifier Procedure

7.1 Each Lead IV will oversee and complete the relevant Internal Verification documentation for each programme/course in their area of responsibility (including the consideration of risk) with the support of other experienced IVs. Lead IVs have responsibility for ensuring that an IV strategy is in place at the beginning of the programme.

Lead Internal Verifiers will sample in line with IV strategy and make judgements on:

- Assignment briefs or other assessment materials relating to every course unit or module delivered in that current year.
- Assessment decisions made with regard to every course unit or module delivered in that current year.
- Assessment decisions made by every Assessor associated with that course.

They may also make comment on:

- Quality of feedback (including English and Maths were appropriate) including annotations on learner work.
- Timeliness of learner feedback on marked work and learner re-submission.
- High number of referrals for each piece of assessed work.

Each Lead Internal Verifier will create a sampling plan (including the consideration of risk) for each programme in their area of responsibility, ensuring that this is in place at the beginning for the programme.

Staff who do not meet the standards must be identified with support and/or training identified and will be automatically included in the next sample. If good progress is not made, managers must apply performance management processes and procedures. Actions to improve must also be included in key goals.

Internal verification/quality assurance of evidence judgements and assessment decisions made by each assessor shall occur throughout the assessment process on a sample basis as stated in the School/department IV/Quality Assurance Strategy. Assessors shall receive written feedback on internal verification. There will be a standard format in place for each Awarding Body.

The size and nature of any sampling shall be stated in the Department IV/Internal Quality Assurance Strategies.

An IV/Quality Assurer shall, at their discretion and after agreement with the IV Manager/Quality Nominee, suspend an Assessor's assessment activity until such time as the IV/Internal Quality Assurer is satisfied that assessment standards are again being achieved. The Assessor shall be notified in writing of the suspension.

An IV/Internal Quality Assurer shall carry out both interim and summative IV/Internal quality assurance sampling (where appropriate).

7.2   <u>IV Sampling Strategies</u>

The sampling strategy for each programme will vary according to the needs of the particular programme. In defining the strategy all the following should be taken into account:

- Size of sample needed to ensure reliability.
- Assessment methods used by the teachers.
- Staff – numbers, experience, workload and location range.
- All parts of the programme and particularly focusing on any previous problem areas.
- Qualifications offered – particularly if new/revised.
- Awarding Body requirements.

7.3   <u>Records</u>

All programmes must compile and maintain an IV file which may be stored electronically. The Lead IV is responsible for this.

8.   Dissemination

8.1   Nelson and Colne College Extranet

8.2   Nelson and Colne College and Lancashire Adult Learning Websites

9.   Monitoring and Review

9.1   The policy will be reviewed by Nelson and Colne College's Associate Principal – Quality/Lancashire Adult Learning.

10.   Related Policies/Procedures

10.1   Documents related to the policy are:

- Observation of Teaching, Learning and Assessment (OTL) Policy.
- Professional Development Policy.
- Internal Quality Assurance (IQA) Policy.

11.   Management Responsibility

11.1   The Associate Principal – Quality/Lancashire Adult Learning has overall management responsibility for this policy within Nelson and Colne College. Day to day management responsibility for this policy at main site has been devolved to the Quality Manager and at LAL it has been devolved to Director of Curriculum.