

Internal Verification Policy

1. Policy Statement

This Internal Verification policy establishes and assures the quality of assessment for internally assessed, externally accredited learning programmes. The process contained within this policy provides the link between internal assessment and external verification systems and plays a key role in Quality Review.

Internal Verification ensures that learners receive fair and equal access to assessment, which is objective and carried out by suitably qualified and capable Assessors. Additionally it ensures consistency in the standard of assessment across time and learners with respect to individual Assessors, and also that standardisation between Assessors is maintained. These factors are imperative in assuring a national standard of assessments.

This policy provides a comprehensive statement of the principles and processes that govern Internal Verification of assessment at GSS. It establishes principles, processes and good practice in all aspects of the management of Internal Verification. It is, therefore, an essential reference point for Internal Verifiers, Quality Managers, Assessors, course teams.

2. Policy Objectives

- All Assessment practice and procedures are reviewed, in line with national standards, and GSS's Quality Review policy
- An effective Induction is provided for all members of Assessment and Verification teams, as required
- Effective Appraisal and Continuous Professional Development is put in place for all members of Assessment and Verification teams
- All members of Assessment and Verification teams understand and follow GSS's policies and procedures
- Equality and Diversity is embedded throughout Internal Verification and Assessment activities
- Quality standards are ensured via the accurate and effective assessment of all learners
- Consistency of assessment outcomes is monitored and ensured via appropriate interpretation of specific qualification and or national requirements
- The quality and consistency of Assessment is reviewed and evaluated at different stages in the Assessment process
- Accurate and current records of Internal Verification and Moderation are maintained
- All components of Assessment practice and standardized, as appropriate

- Continuous improvement activities are carried out, to ensure all corrective actions identified through Internal Verification or External Verification are implemented and sustained

3. Role and Responsibilities of Internal Verifier

The Internal Verifier must:

- Understand the process of Assessment and Verification in the context of Quality Improvement
- Have a relevant occupational background which can be related to the vocational area to be verified
- Have undertaken relevant training to assure capability in undertaking robust Internal Verification
- Ensure health, safety, and safeguarding protection procedures are applied within Assessment arrangements
- Apply and monitor equal opportunities procedures within Assessment
- Have a clear understanding of the standards to which the Learner is being assessed, and ensure that any queries relating to the interpretation of standards are raised with the External Verifier
- Work with others to ensure the standardisation of Assessment and Outcomes
- Follow agreed procedures for the recording, storing, reporting, and confidentiality of information

The Internal Verifier has responsibility for:

- Carrying out and evaluating Internal Assessment and Quality Improvement Systems
- Supporting Assessors
- Monitoring the quality of Assessors' performance
- Meeting external Quality Improvement requirements

3.1. Carrying out and evaluating Internal Assessment and Quality Improvement Systems

The Internal Verifier must ensure that:

- Arrangements for carrying out Internal Verification meet GSS requirements and those of the external Awarding Body
- Administrative and recording arrangements meet external audit requirements
- The eligibility of Assessors to undertake Assessment is checked against Awarding Body requirements
- Appropriate support for Assessors is available
- Standardisation of Assessments is carried out
- A procedure for Complaints and Appeals, which meets the requirements of Awarding body, is in place and followed
- Appropriate recommendations to improve internal Quality Improvement arrangements

3.2. Supporting Assessors

The Internal Verifier must ensure that:

- Assessors have appropriate technical and vocational experience
- Assessors are familiar with and can carry out specific Assessments and follow the recording and internal audit procedures
- The Development needs of Assessors are identified in relation to: principles of Assessment, needs of Learners, their technical expertise and competence
- Assessors have the opportunity to develop their Assessment experience and competence and their progress is monitored
- Assessors have regular opportunities to standardize assessment decisions
- Assessors are equipped to maintain Quality Standards

3.3. Monitoring the quality of Assessors Performance

The Internal Verifier must ensure that Assessors:

- Plan and prepare for Assessment effectively
- Have effective processes for making Assessment decisions
- Apply safe, fair, valid and reliable methods of assessing Learners' competence
- Cultivate effective working relationships with Learners throughout Assessment
- Apply relevant health, safety, and safeguarding protection procedures
- Meet equality and diversity requirements
- Give timely and effective feedback to Learners
- Maintain accurate and secure records
- Receive accurate and constructive feedback on their assessment decisions from Internal Verifier

3.4. Meeting external Quality Improvements requirements

The Internal Verifier must:

- Identify how internal Assessments will be checked externally and the information needed for this purpose
- Plan, collect and analyse information on internal assessment decisions
- Agree the timing and nature of External Verification arrangements
- Give supporting background information to External Verifiers about the assessment process
- Explain any issues raised by External Verifiers and give them supporting information as necessary

- Raise concerns and disagreements about external audit decisions in a clear and constructive way
- Refer any questions or concerns, which could not be dealt with internally, to the awarding body
- Give Assessors feedback on External Verification decisions
- Ensure that External Verification decisions are included in internal reviews of practice and procedures

4. Internal Verification Procedure and Sampling

4.1 Sampling Assessments

The Internal Verifier must ensure that the sampling strategy:

- Meets Awarding body Requirements
- Covers all Assessors, Learners, Units, Assessment Methods and Locations
- Includes reviewing the quality of Assessors' judgements at both Formative and Summative stages
- Is an on-going process
- Includes an increased ratio of Assessment decisions made by new / inexperienced Assessors
- Checks that evidence is valid, sufficient, authentic, current, reliable and consistent
- Ensures that Internal Verifiers do not verify evidence that they have assessed

4.2 Observation of Assessment practice

By observing the Assessor at work, a greater understanding of the Assessment process is gained, particularly in the area of decision making. The Internal Verifier also achieves a greater understanding of how the diverse needs of candidates are met.

4.3 Standardising Assessment Judgements

The Internal Verifier must ensure that:

- Consistency and reliability of assessment is maintained
- Records of standardization meetings / exercises are kept
- Feedback is provided to Assessors
- Problems encountered with individual Learners are discussed and appropriate action taken

- Key areas of improvement from Internal Verifier / External Verifier / Awarding Body are disseminated and addressed in meetings with the Assessment team, in order to develop common understanding and maximize quality and standardisation

4.4 Frequency and Volume of Internal Verification Activity

- Awarding Body Requirements: Internal Verifiers should ensure the Awarding Body requirements are met. The frequency and volume of internal verification activity is dependent on the duration and intensity of the course, as well as the number of Learners being Assessed. As a guide, the sample to be internally verified should be between 10%-20%. The Internal Verifier should sample a minimum of 1 portfolio, as well as comparing evidence for units and performance criteria across Assessors, in order to ensure consistency between Assessors, over time, and with different Learners.
- New Qualifications / Newly Appointed Assessors: When delivering a new qualification, or where Assessors are newly appointed, at least 50% of Assessment decisions should be internally verified, in order to have confidence that judgements are consistent and assessments are appropriate

4.5 Recording of Internal Verification Activity

- Recording Documentation: Recording mechanisms should provide evidence that Internal Verification has been carried out regularly and systematically and that it has occurred across Learners, Units and Assessors
- Evaluation of Procedures: Evaluate reporting procedures regularly to ensure that the recording mechanisms are fit for purpose and the information recorded is appropriate and useful
- Currency and Security: Records of all Assessment and Verification activity must be kept both current and secure and be made available only to appropriate personnel and for External Verification purposes
- Claiming Certification: Following final verification activity, it is the responsibility of the Internal Verifier to liaise with GSS to ensure that all Learners' certification claim forms and submitted

4.6 External Verification Visits

- Liaison with External Verifier: The Internal Verifier should maintain contact with the External Verifier appointed by the awarding body to arrange visits to GSS, as appropriate

- Awarding Body Requirements: All necessary information, portfolios, Learner records and Internal Verification records must be made available to the External Verifier and awarding body requirements must be met before, during and after the visit
- Issues and Concerns: Any issues or concerns that have been raised by Learners, Assessors, or other GSS Staff that have not been satisfactorily resolved, should be raised with the External Verifier prior to the meeting, in order that these can be accommodated into the visit plan

5. Monitoring and Reviewing this Policy

This policy will be reviewed in response to changes in legislation and within the setting of awarding body requirements. As a minimum this policy will be reviewed annually and objectively and any changes made will be disseminated to all staff equally.

Signed



(Director)

30.09.2016