






ENGAGE, INSPIRE,
DEVELOP AND SUPPORT

INTERNAL VERIFICATION POLICY

Exam Officer:	
Board Member:	
Date:	4/5/2017
Signed by:	

Internal Verification Policy



1 Introduction

It is essential that all deliverers of qualifications have quality assurance systems in place to ensure all assessment is fair, consistent and meet CUL Academy Trusts and national requirements. This policy has been designed to promote quality, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained over time.

This document is applicable to everybody involved in assessment administration, management, verification and moderation of any CUL Academy Trusts qualifications delivered within the breadth of this centres activities. Any activity related to CUL Academy Trust within a satellite, delivery and/or assessment site is also obliged to abide by this policy.

For qualifications where, because of the size or geographic spread of assessments, more than one internal verifier is required to ensure the quality, an Internal Verification Team (IVT) must be established. Where an IVT is required, one verifier must be identified/allocated to take on the role of Coordinating IV, ensuring that the internal verification strategy and sampling plans are effectively established, implemented and maintained by the IVT.

Where only one IV is needed to cover the centre's activities for a specific qualification, the IV will be responsible for establishing the IV sampling strategy, sampling plan and subsequent implementation.

2 Verification Aim

The Internal Verification aim is to ensure effective management of assessment and verification processes, effective support for assessment and verification personnel, and to quality assure the outcomes of assessment in-line with CUL Academy Trust and national requirements.

3 Verification Objectives

Internal verification objectives propose to:

- operate from established verification policy and procedures that are reviewed where required in-line with the centres' 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 centre policies and procedures
- ensure the centre will embed equality and diversity throughout the internal verification and assessment activities
- ensure quality via accurate and effective assessment of all candidates
- monitor and ensure consistency of assessment outcomes via appropriate interpretation of CUL Academy Trusts specific qualifications and/or 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 best practice guidelines requested by the external verifier/ CUL Academy Trusts QMT are complied with.



Internal Verification Strategy

Introduction

The purpose of this strategy is to provide realistic strategic objectives devised to ensure that we will effectively comply with CUL Academy Trusts internal verification/moderation requirements and/or the 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 personnel with internal verification/moderation responsibilities are suitably qualified to undertake this role
- that all assessment, internal verification and/or moderation personnel are aware of the internal verification policy and strategic objectives and can facilitate the implementation
- assessment/internal verification/moderation personnel development needs are taken into consideration
- that developing and newly qualified internal verifiers are given the necessary support to fulfil their duties effectively
- a selected sample across assessors of 25% (or one candidate if less than four are registered within a cohort) of candidate evidence and assessor feedback is internally verified from 100% of the courses/candidate cohorts authorised
- all assessors and all types of assessment (including direct observation of assessment practice) are internally verified across all active assessment sites, over a twelve month period
- one standardisation activity is conducted per eight courses/100 candidates within a cohort programme (or two standardisation activities annually where the take up of candidates is not great enough to achieve this objective)
- that records and documentation of assessment, internal verification and moderation decisions are maintained for external verification purposes
- that all assessment and internal verification records per candidate are maintained for a period of five years after certification has occurred.

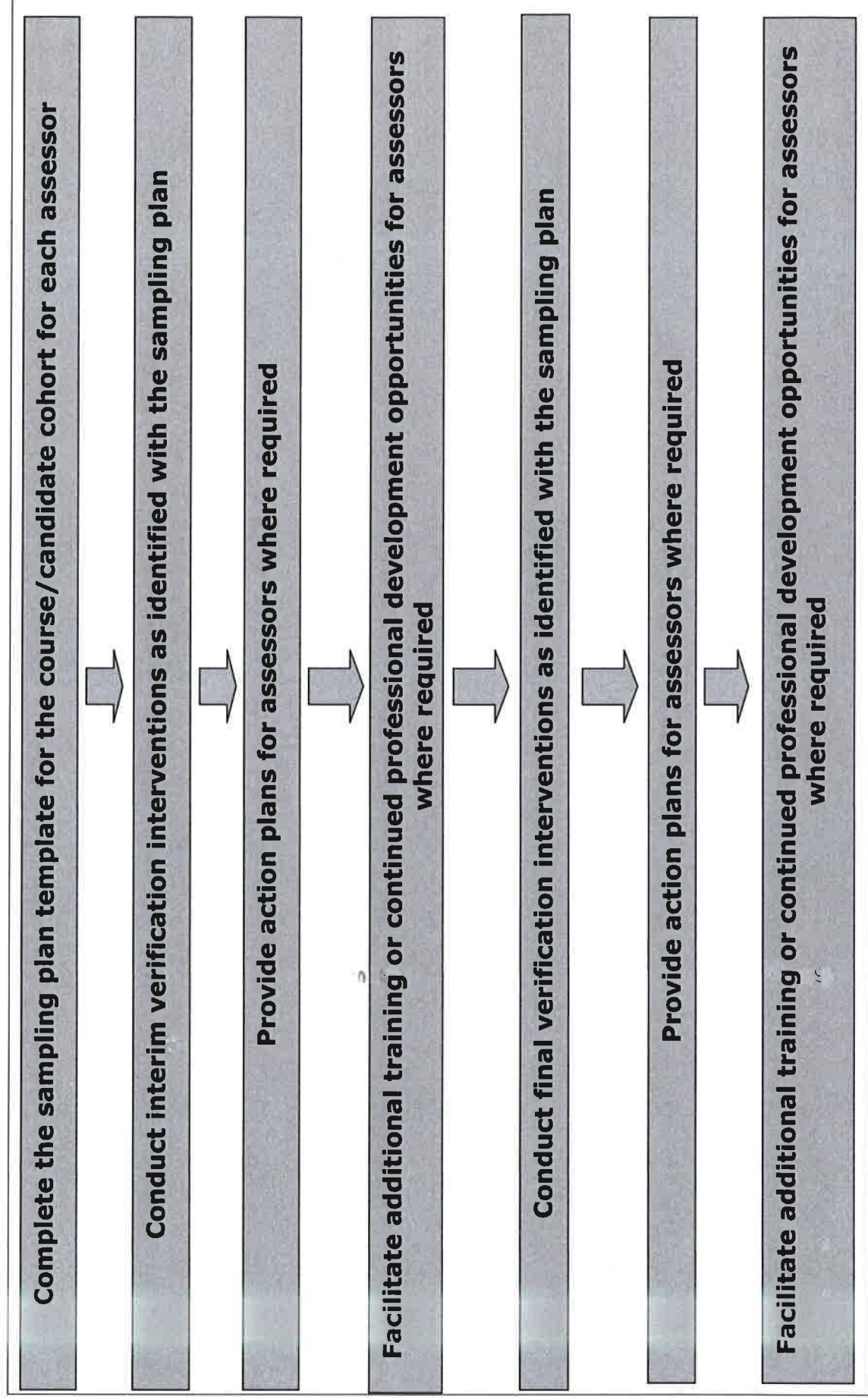
Internal Verification Interventions

The following internal verification interventions aim to ensure the consistency of assessment across all assessors, at all sites. IVs should aim to make an intervention to every course/candidate cohort, on at least one occasion.

Internal Verification interventions include:

- observation of assessments
- sampling of assessment evidence
- candidate interviews (face to face/via telephone)
- standardisation activities and/or meetings.

Internal Verification Procedure



Internal Verification Sampling Plan Template for Occupational Qualifications

Internal Verifier name:	Assessor name:
Qualification and Level:	Unique Centre Number (UCN):
Programme start date:	Event Authorisation Number (EAN):
Programme end date:	Centre site (Location):

Candidate Name	Interim IV Planning			Interim IV Outcome			Final IV Planning			Final IV Outcome		
	Ass Method	Sample Unit	Sample Date	Sample Date	Actual Date	Action Points	Ass Method	Sample Unit	Sample Date	Actual Date	Action Points	

Key

Assessment Methods		Action Points	
Obs: observation	w/t: witness testimony	w/q: written questioning	C = Competent Assessment Practice
w/p: work product	p/r: personal report	p/a: prior achievement	A = Action Points
c/h: case history	o/q: oral questioning	Proj: project	X = Candidate left programme
		Sim: simulation	APs can be recorded using the Internal Verification Feedback Report

Internal Verification Sampling Plan Template for Vocationally Related Qualifications

Internal Verifier name:	Assessor name:		
Qualification and Level:	Unique Centre Number (UCN):		
Programme start date:	Event Authorisation Number (EAN):		
Programme end date:	Centre site (Location):		

Candidate Name	Interim IV Planning			Interim IV Outcome			Final IV Planning			Final IV Outcome		
	Ass Method	Sample Task	Sample Date	Actual Date	Action Points	Ass Method	Sample Task	Sample Date	Actual Date	Action Points		

Key

Assessment Methods							
OIndP	Observation of Independent Practical Assessment	OIP	Observation of Internal Practical Assessment	IP	Internally Assessed Portfolio	OTH	Other, Please state:
Action Points							
C	Competent Assessment Practice	A	Action Points	X	Candidate left programme	APs	APs can be recorded using the Internal Verification Feedback Report

Internal Verification Feedback Report Template

Internal Verifier		Assessor:	
Qualification:		Unique Centre Number (UCN):	
Assessment Activity Observed:		Event Authorisation Number (EAN):	
		Location:	
Feedback and Discussion			
Action Points		Date of Action Point	Assessor Initials

Signature of Assessor:		Date(s):
Signature of Internal Verifier:		
Action Points completed:	<input type="checkbox"/>	
Signature of Internal Verifier:		

Internal Verifier Observation of Assessor Performance Report

Internal Verifier name:		Assessor name:	
Qualification and Level:		Unique Centre Number (UCN):	
Programme start date:		Event Authorisation Number (EAN):	
Programme end date:		Centre site (Location):	

Did the Assessor	A1/A2	✓or FQ	Comments
1 explain and negotiate the assessment process?	A1.1 A2.1		
2 select fair and reliable assessment opportunities?	A1.1 A2.1		
3 complete and agree an assessment plan according to requirements?	A1.1 A2.1		
4 encourage the candidate to present evidence and relate it to the performance criteria?	A1.2 A2.2		
5 use only the specified performance criteria, range and knowledge?	A1.2 A2.2		
6 use the specified documents for recording assessment?	A1 all A2 all		

Did the Assessor		A1/A2	✓ or FQ	Comments
7	confirm success to the candidate as soon as evidence is valid and sufficient?	A1.3 A2.4		
8	give and record evaluative feedback as soon as practicable?	A1.3 A2.4		
9	agree further action with the candidate where appropriate?	A1.1 A1.3 A2.1		
10	record evidence and assessment decisions according to verification requirements?	A1 all A2 all		
11	remain as unobtrusive as practicable during the observation?	A2.2		
12	use relevant questions, which are clear and do not lead the candidate?	A2.3		
13	use valid and sufficient questions to infer competence?	A2.3 A1.2		
14	involve the candidate in the assessment activity?	A1 all A2 all		

Did the Assessor	A1/A2	✓ or FQ	Comments
15 ensure that the evidence is valid and can be reliably attributed to the candidate?	A1.2 A2.2		
16 clarify and resolve inconsistencies in the evidence?	A2.2 A2.3 A1.2		
17 consider all feasible sources of evidence?	A1.2 A2.2 A2.3		
18 judge evidence against elements, performance criteria, range and knowledge accurately?	A2.2 A2.3 A1.2		

Further Questions
Action Points

Signature of Assessor:	
Signature of Internal Verifier:	
	Date:

Internal Verification Candidate Interview Report

Internal Verifier	Assessor:
Candidate:	Unique Centre Number (UCN):
Qualification:	Event Authorisation Number (EAN):
Level:	Location
Interim Internal Verification <input type="checkbox"/>	Final Internal Verification <input type="checkbox"/>

Question	Answer
1 Was the process of completing your qualification explained to you? If so, what do you understand this process to be?	
2 Were you able to identify, with your tutor or assessor, any prior experience or qualifications that could be considered towards the qualification?	
3 What assistance have you received to help you complete tasks/units or the qualification?	
4 Did you draw up an action plan with your tutor/assessor to outline how you would work towards achieving the qualification?	
5 Were you involved in ongoing assessment planning with your assessor?	

Question	Answer
6 Was the Equal Opportunity policy explained to you? Do you understand it?	
7 Was the Health and Safety policy explained to you? Do you understand it?	
8 Was the Appeals Procedure explained to you? Do you know who to contact if you want to make an appeal?	
9 Was the Complaints Procedure explained to you? Do you know who to contact if you want to make a complaint?	
10 When, where and how does assessment for your qualification take place?	
11 What types of evidence have you collected so far?	
12 Which aspects of your qualification does the evidence cover?	
13 What difficulties (if any) have you experienced during your course?	

Question	Answer
14 What parts of your course have gone particularly well?	
15 Who assesses your evidence? Does anyone else see your portfolio?	
16 How often do you see your tutor/assessor? Do you feel this is often enough? If not, how often would you like a visit?	
17 Does your tutor/assessor give you feedback after assessment? Is this feedback in written form?	
18 What units have you completed so far? Have you signed any records to confirm completion?	
19 What kind of help and guidance have you received from people other than your tutor/assessor to put your portfolio together?	
20 Do you think the qualification will help you in your work now and in the future? If so, in what way?	

Declaration

I agree that the contents of this form may be shared with my assessor.

Signature of Candidate:	Date
Signature of Assessor:	

Final Internal Verification Sampling Report Template

Internal Verifier	Assessor:	
Qualification:	Unique Centre Number (UCN):	
Assessment Activity Observed:	Event Authorisation Number (EAN):	
	Location:	
Verification	Yes	No
Has candidate supplied sufficient personal details?		
Was the candidate observed directly by the assessor?		
Have all of the assessment criteria been covered?		
Was knowledge and understanding assessed?		
Was competence demonstrated by a variety of evidence?		
Have formative assessment records been completed on an ongoing basis?		
Has the evidence been authenticated and validated?		
Has the assessor confirmed the final assessment decision?		
Have summative assessment records been completed?		
Have all records been completed, signed and dated by the assessor and candidate?		
I confirm that all criteria on which to base a judgement of candidate's competence have/have not been met and all evidence requirements are satisfied/not satisfied for the units sampled.		
Comments/Feedback/Action Points	Date of Action	Assessor Initials
Declaration		
<i>I confirm that all action points have now been completed and the evidence requirements satisfied.</i>		
Signature of Internal Verifier:	Date:	
Signature of Assessor:	Level:	
Please certificate:	Unit(s):	
Qualification:		

