

# **HAZEL OAK POLICY ON THE INTERNAL VERIFICATION OF EXAM COURSES AND VOCATIONAL COURSES**

**Rationale:** Internal verification is the process by which staff ensure:

- Assessment and grading is consistent across the curriculum.
- Assignments are fit for purpose ie they enable the learner to produce evidence that meets grading criteria.
- Assessment decisions accurately judge work produced.

The purpose of this policy is to create a framework for this process.

## **The Interval Verifier, (IV) role:**

The IV should undertake the verification process at regular stages during the delivery of related courses, this role should cover:

- Scrutiny of assignment briefs.
- Scrutiny of assessment decisions.
- The provision of an audit trail relating to all aspects of delivery.

The IV should have knowledge of the programme or curriculum area and have experience of assessing similar programmes. Where necessary the IV should complete training relevant to the work being assessed. The IV cannot internally verify their own work.

## **Internal verification of assignment briefs:**

Assignment briefs should be verified before being issued to learners, this process should ensure the brief has:

1. Accurate unit details.
2. Accurate programme details.
3. Clear deadlines for assessment.
4. Grading criteria covered in the assessment.
5. Grading criteria targeted for each task.
6. A list of evidence that the learner must provide.
7. The appropriate level of task.
8. Details of the time period for the task.
9. Suitable language relevant to the course.
10. Has a clear format.

## **The internal verification of assessment decisions:**

Internal verification of work should take place at regular intervals, it should not be end loaded. Ideally it should take place before work is given back to learners so that they receive accurate feed back. When planning a programme consideration should be given to the timing of the internal verification process. The IV should review the assessor's judgements against course content and assessment criteria, in particular they should:

1. Check work against grading criteria.
2. Check the coverage of the work against course content.
3. Check feed back from assessor to learner and ensure it is linked to the grading criteria.

When completed the IV should give feed back to the assessor which should be kept as part of an audit trail, feed back should be designed to improve the process of assessment and give clear instructions regarding any remedial action to be done.

## **The internal verification sample:**

During the course of a programme the IV should sample work relating to every assessor and every unit. There is no specific sample size although it is expected that a proper sampling should include work that:

1. Displays the range of assessment decisions.
2. Is produced by all assessors, particularly those new to the process.
3. Any new units of work.

When taking part in this process a record should be kept of decisions made and the work assessed, this is essential to provide an audit trail that may be required by exam boards.

## **Standardisation:**

Where work may be assessed or delivered by more than one person standardisation must be carried out, this is the process where by staff meet to discuss work, unit content and assessment criteria. Internal verification should take place only after this has been done. When standardisation takes place a record should be kept covering the decisions made and the action taken. This record should form part of an audit trail that may be required for a centre quality review visit. Standardisation should be seen as a way of familiarising staff to all aspects of the programmes.

## **Quality Review and Development and internal verification.**

For some exam boards a centre quality reviewer will visit Hazel Oak annually, reviewing the delivery and assessment processes we have in place. For some exam boards these visits are required if we are to be allowed to continue delivering their qualifications. A centre quality reviewer will investigate how the internal verification process is carried out by asking the following questions:

- Have lead IV been registered and are they working to accredited status?
- Does the IV process meet board set standards?
- Are IVs clear about their role?
- Is there a process for dealing with weaknesses?
- Is there an audit trail which covers all aspects of the programme?
- Is there a procedure for replacing Lead IVs?
- Does the centre utilise standards verification and quality review to improve internal procedures?
- Are there minutes of meetings relevant to the delivery of the programmes?
- Is there evidence of management support for the internal verification process and development of staff?