



Internal Verification Policy and Procedure

Author: Jenny Stalker, Head of Quality and Learner Services

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History of Changes

Version	Description of Change	Authorised by	Date
1.1	Addition of History of Change log	J Stalker	30-3-17
1.2	Updating of text – changing Asst Principal to Vice Principal	J Stalker	14-3-18
1.3	Reference to CAMERA approach to IV document	J Stalker	5-12-18

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1 Purpose

To ensure that:

- assessment instruments are valid, reliable, practicable and consistent with the standards specified by the relevant awarding body; and
- judgements of candidate performance are applied fairly and consistently to meet awarding body requirements and national standards of achievement.

2 Policy Statement

West Lothian College will ensure that internal assessment criteria are valid and applied consistently to meet awarding body requirements and national standards of achievement.

3 Responsibilities

- 3.1 The Vice Principal is responsible for the management of this Policy, and for its implementation.
- 3.2 All members of staff are responsible for the effective operation and implementation of the procedure.
- 3.3 Centre Managers are responsible for managing the efficient and effective deployment of resources to ensure that all operational aspects of internal verification are implemented within Centres.
- 3.4 Centre Managers are responsible for ensuring that assessors and internal verifiers have the technical and vocational experience and qualifications necessary to assess the agreed standards consistently to meet awarding body requirements and national standards of achievement.
- 3.5 Centre Managers are responsible for arranging appropriate induction and support procedures for verifiers and lecturers.
- 3.6 Verifiers are responsible for monitoring that relevant health, safety and environmental protection procedures, as well as equality and access criteria, have been applied in arrangements for assessments.
- 3.7 Verifiers are responsible for ensuring detailed marking guidelines and breakdown of marks awarded is effective in providing consistency of assessor judgements, awarding body requirements and national standards of achievement.
- 3.8 The Head of Service is responsible for ensuring that the internal verification system meets the quality assurance requirements of awarding bodies, and for the evaluation and review of the policy and procedure.

- 3.9 The Head of Service is responsible for monitoring the operation of the Policy.
- 3.10 Verifiers are responsible for ensuring that assessors have given accurate, fair and meaningful feedback to learners on their assessment decisions and performance.
- 3.11 The role of Internal Verifier gives the verifier authority and resources to co-ordinate the work of assessors, provide authoritative advice, call meetings as appropriate, visit and observe assessments and carry out all the other internal verification roles.
- 3.12 The Role of the Verification Group Co-ordinator gives the co-ordinator authority and resources to plan, allocate and monitor internal verification activity across centres and internal verifiers.

4 Procedure

- 4.1 Centre Managers will ensure, through action or delegation, that:
- updated Control Files are available for all Units delivered
 - the quality of induction and support procedures for assessors and verifiers is monitored
 - Verification Group Co-ordinators are allocated and updated and the quality team is appraised of changes
 - assessors participate in the prior and internal verification processes and record results of this on current College templates
 - sampling plans follow College guidelines and are agreed with the course team
 - the verification workload is allocated and monitored
 - representative sampling of candidate evidence is undertaken following the timescales in the College Curriculum Calendar
 - internal verification is carried out systematically and recorded on the relevant systems documentation
 - there is regular contact with and between assessors and verifiers to discuss and review standards and meetings are minuted
 - actions arising from prior and internal verification are addressed within the agreed timescale
 - completed candidate evidence is retained in line with awarding body guidelines or until after the appeals deadline of the awarding body, or until students have been certificated
 - prior verification and internal verification involves course teams in a supportive and constructive manner
 - relevant health, safety and environmental protection procedures, as well as equality and access criteria are applied
 - assessment evidence is properly stored and made available for sampling.

5 Career Long Professional Learning and Development

All members of course teams will undertake appropriate professional learning and development in the processes of internal verification.

6 Review and Evaluation

Next scheduled review date: March 2020

7 Documentation

Internal Verification Guidance Notes and Documentation:

Standardisation Checklist v1.1	IV001
Allocation of Assessors and Verifiers v1.1	IV002
Prior Verification Template v1.1	IV003
Standardisation Meeting Minute Template v1.1	IV004
Internal Verification Record of IV Activity	IV005
Internal Verification Guidelines	IV006
Request for Assessment Evidence v1.1	IV007
Internal Verifiers Report - Hold on Cert v1.1	IV008
The ILM CAMERA Approach to IV	IV009

List of Verification Group Coordinators and Internal Verifiers

Procedures for Non-Vocational/College Certificated Courses

Addendum to Internal Verification Policy and Procedure

1 Purpose

To ensure that the learning activities are planned to meet learner expectations.

2 Responsibility

2.1 Centre Managers are responsible for managing the efficient and effective deployment of resources to ensure that all operational aspects of non-vocational activities are implemented within sectors.

2.2 Lecturers are responsible for monitoring that relevant health, safety and environmental protection procedures, as well as equality and access criteria, have been applied in all activities.

2.3 The Head of Service is responsible for ensuring that the internal verification system meets the quality assurance requirements of awarding bodies, and for the evaluation and review of the policy and procedure.

3 Procedure

3.1 Centre Managers will ensure, through action or delegation, that:

- updated control files are available for all non-vocational courses;
- relevant health, safety and environmental protection procedures (including risk assessment), as well as equality, access, and criteria, are applied and quality procedures followed.

3.2 Centre Managers will ensure, through action or delegation, that lecturers:

- contribute to the ongoing development of teaching and learning packs and ensure that they are kept up to date;
- keep an up-to-date record of work for each group and file in a known location;
- provide an activity plan for the duration of the course;
- monitor retention and take action to improve retention, where appropriate;
- ensure learner feedback is requested, and the outcome informs future delivery.

4 Documentation:

Scheme of Work and Record of Work for Non-Vocational and College certificated course