



Internal Verification Policy and Procedure

Responsibility for this policy: Head of Student Experience and Improvement

Date: August 2023

Review Date: August 2026

Equality Impact Assessment Date: August 2023

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
1.4	Addition of Inclusiveness statement and amendment to job role titles	S Fraser	13-8-2020
1.5	Removal of verification group co-ordinator role and duties.	B Brownlee	18-8-2023

West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Please see end of this document for EIA

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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 – Performance and Improvement 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 Faculty Directors 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 Faculty Directors 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 Faculty Directors 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 Student Experience and Improvement 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 Student Experience and Improvement 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 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.

4 Procedure

4.1 Faculty Directors will ensure, through action or delegation, that:

- updated electronic Control Files are available for all Units delivered
- the quality of induction and support procedures for assessors and verifiers is monitored
- assessors participate in the pre-delivery 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 Year Planner
- internal verification is carried out systematically and recorded on the relevant systems and/or documentation
- there is regular contact with and between assessors and verifiers to discuss and review standards and meetings are Minuted
- actions arising from pre-delivery and internal verification processes 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
- pre-delivery and internal verification processes involve 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: August 2026

7 Documentation

Current Internal Verification Guidance Notes and Documentation:

Standardisation Checklist	IV001
Allocation of Assessors and Verifiers	IV002
Pre-delivery Checks Template	IV003
Standardisation Meeting Minute Template	IV004
Internal Verification Record of IV Activity	IV005
Internal Verification Guidelines	IV006
Request for Assessment Evidence	IV007
Internal Verifiers Report - Hold on Cert	IV008
The ILM CAMERA Approach to IV	IV009
Annual Internal Verification of Assessments	IV010

Appendix 1: Procedures for College Developed Units

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 Faculty Directors 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 Verifiers 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 Student Experience and Improvement is responsible for ensuring that the internal verification system meets the quality assurance requirements of awarding bodies including for college devised units, and for the evaluation and review of the policy and procedure.

3 Procedure

- 3.1 Faculty Directors will ensure, through action or delegation, that:
 - updated electronic 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 Faculty Directors 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 scheme of work and 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 act 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

Equality Impact Assessment

Before carrying out an EIA, you should familiarise yourself with the College's EIA Policy Statement and Guidance, along with further information and resources which are available on SharePoint

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services**, but will be referred to hereinafter as 'policy/practice'.

Policy/Practice (name or brief description):	Internal Verification Policy and Procedure and Guidelines
Strategy/Policy includes Equalities Statement of Inclusiveness? Yes	
Reason for Equality Impact Assessment (choose from the following options):	
<ul style="list-style-type: none"> Proposed new policy/practice Proposed change to an existing policy/practice Undertaking a review of an existing policy/practice Other (please give detail): 	Undertaking a review of an existing policy/practice
Person responsible for the policy area or practice:	
Name:	Beth Brownlee
Job title:	Head of Student Experience and Improvement
An Equality Impact Assessment must be carried out if the policy/practice:	
<ul style="list-style-type: none"> affects operational or strategic functions of the College 	

<ul style="list-style-type: none"> is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance) 	
Why the EIA is being carried out	Undertaking a review of an existing policy/practice
Equality Groups Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:	
<ul style="list-style-type: none"> Age Disability race (including ethnicity and nationality) religion or belief sex sexual orientation gender reassignment pregnancy and maternity marriage or civil partnership 	No negative impact for any group. Policy and Procedure is designed to monitor that equality of opportunity is being afforded to all learners.

Record your assessment against the following statements:

Statement	Equality assessment
Detail the evidence of the needs of the identified equality groups and any gaps in information	The policy and procedure ensures that assessment practices are reviewed and adjusted to provide equality of opportunity to all groups. Needs are identified at point of pre-delivery checks and addressed by individual centres.
Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
State how this policy/practice will foster good relations:	Policy and procedure is written to ensure consistency and fairness in

	assessment application and marking decisions. The aim is to prevent any negative impact on individuals or groups and to promote standardisation across centres.
Will the policy/practice create any barriers for any other groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	N/A
Which equality groups or communities have been consulted in the development and review of this policy/practice?	None

Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

Monitoring

When will the policy/practice next be reviewed?

August 2026

Publication of EIA

Can this EIA be published in full, now? Please state Yes or No

Yes

If No – please specify when it may be published or indicate restrictions that apply:

Sign-off	
EIA undertaken by Name: Date: Accepted by person responsible for the policy/practice named above: Name: Date: Approved by Equalities Committee Date:	 Shelagh Fraser 18-8-2023 Beth Brownlee 18-8-2023

Retain a copy of this form for your own records and attach a copy to the bottom of the document to which it refers. Send to lbyrne@west-lothian.ac.uk for review and publication.