



## **INTERNAL VERIFICATION (IV) POLICY**

Internal Verification is a centre devised quality assurance process which assures the assessment against the external grading criteria and that assignments are fit for purpose.

### ***Aims:***

1. To ensure that IV is valid, reliable and covers all assessors and programme activity.
2. To ensure that the IV procedure is open, fair and free from bias.
3. To ensure that there is accurate and detailed recording of IV decisions.

### ***Actions:***

- Ensure that all centre assessment briefs are verified as fit for purpose.
- Verify an appropriately structured sample of assessor work from all accredited programmes to ensure centre programmes conform to the relevant standards and external verification requirements.
- Plan an annual internal verification schedule, linked to assignment plans.
- Define, maintain, and support effective internal verification roles.
- Ensure that identified staff will maintain secure records of all internal verification activity.
- Brief and train staff of the requirements for current internal verification procedures.
- Promote internal verification as a developmental process between staff.
- Provide standardised IV documentation
- Use the outcome of internal verification to enhance future assessment practice.

### ***Purpose/Scope***

- That assessment is accurate, consistent, current, timely, valid, authentic and to relevant external standards.
- That the assessment instruments are fit for purpose.
- To assure the assessment of all accredited programmes delivered by the centre.
- To be part of an audit trail of learner achievement records.
- To provide feedback to inform centre quality improvement.

### ***Practice***

**Staff Briefing:** All assessors and IVs require periodic briefing on processes relating to specific examination boards.

**Verification schedules:** Annually agreed to cover all assessors. Assessment schedules should be drawn up and monitored through the year.

**Internal verification of assignments:** Carried out before use to ensure that they are fit for purpose, and that any recommendations are actioned.

Internal verification of learner work: Should verify sufficient to ensure the security of the standard. Assessors do not internally verify their own work. Assessor feedback and support should be given. The process does not involve the learner.

IV records: Are correctly maintained in a secure place for 3 years after certification.

Centres should use standard forms for the process: see Pearson / AQA web site.

### ***Links***

- Programme Specifications: These provide guidance on assessment for each qualification. All teaching should have access to the relevant specification.
- Examining Body Assessment & Grading Policy
- Centre Guide to Assessment: Planning, Design & Delivery: A valuable resource for centres in planning, quality assuring and delivering BTEC programmes

Signed: A. TAYLOR

Adam Taylor  
Head of Centre

Date: July 2017

**Review Date: July 2018**