



## **Sussex Business School Limited**

### **Internal Verification Process**

#### **Overview**

#### **Purpose of Internal Verification**

Internal verification is a quality assurance process undertaken to ensure that:

Assessment and grading is consistent across the programme.

Assessment instruments (Assignments) are fit for purpose - i.e. they enable the Student to produce evidence which meets the Grading Criteria.

Assessment decisions accurately judge Student work (evidence) against the Unit-Module Grading Criteria.

#### **Management Responsibility**

The Centre Manager has overall responsibility for ensuring that IV activity is being carried out effectively.

Centres should have an Internal Verification Schedule in place for each programme.

A Lead Internal Verifier who directly manages the process and oversees individual Internal Verifier performance may be nominated where necessary.

#### **Profile of an Internal Verifier**

The Internal Verifier is a Centre/team based role.

The Internal Verifier should have a good understanding of Accreditation Body Assessment requirements and ideally should have subject specific knowledge of the programme being verified.

The Internal Verifier will ideally hold formal IV qualifications or be in the process of obtaining them.

#### **Internal Verifier Activities**

The individual Internal Verifier checks the quality of Assignments before distribution to Students and verifies the quality of the Assessment decisions to ensure that they meet National standards, by carrying out the following tasks during the various stages of programme delivery:

#### **Planning:**

Monitor that the IV schedule covers all Unit-Modules and all Assessors on a programme.

Advise on the interpretation of National standards.

Coordinate Assessment arrangements.

IV all Assignment Briefs before issue to Students.

#### **Implementation:**

Ensure an effective system of recording Student achievement is in place.

Advise on opportunities for evidence generation and collection.

Keep records of the verification outcomes for 3 years after certification.

Liaise with External Verifiers/Examiners.

#### **Role of External Verifier**

During External Verifier-Examiner visits, the Internal Verification records should be examined, signed and dated for audit purposes by the External Verifier-Examiner.

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### **Internal Verification of Assignment Briefs**

All centre devised Assignment Briefs must be internally verified, **prior to issue to the Student**, to verify the Brief is fit for purpose by ensuring that the Brief:

- Has tasks and evidence requirements that will allow the Student to address the targeted criteria
- Is written in clear and accessible, vocationally suitable language
- Has Student roles and tasks which are vocationally relevant and appropriate to the level
- Incorporates Equal Opportunities best practice
- Has accurate Unit details
- Has accurate Programme details
- Has clear deadlines for Assessment
- Shows all relevant Grading Criteria for the Unit-Module(s) covered in the Assignment
- Indicates relevant Grading Criteria targeted against each task
- Clearly states what evidence the Student needs to provide
- Is likely to generate evidence which is appropriate and sufficient
- Has a time period of appropriate duration
- Has a clear presentation format

### **Recording Assignment Brief Verification Outcomes:**

The outcome of Internal Verification of Assignment Briefs should be recorded on the appropriate form.

### **Corrective Action**

If corrective action is identified by the Internal Verifier, the Assignment Brief should be amended and returned to the Internal Verifier for further evaluation.

### **Sign Off and Issue**

Once the Assignment Brief is verified as fit for purpose by the Internal Verifier, it may be issued to the Tutors and Students.



## **Internal Verification of Assessment Decisions**

### **Timing:**

Internal verification of Assessment decisions should not be end-loaded.

It is important that it is undertaken as soon as possible after Assessment as this will improve the quality of Assessment and not disadvantage Students.

### **Sampling:**

During the course of a programme, every Assessor, every Unit-Module and work from every Assignment should be sampled.

The sample should be constructed in a way that ensures the entire range of Assessment decisions are verified.

### **Verification Criteria:**

The assessed work should be verified against the following criteria:

- Do the criteria covered in the Assignment match those targeted by the Assignment Brief?
- Has the work been assessed accurately?
- Is there constructive feedback on Assessment given in the final assessment or at appropriate earlier stages?
- Is the Assessor feedback linked to relevant Grading Criteria?
- Are opportunities for improving performance identified?

### **Corrective Action**

If corrective action is required, the Assessor should complete this, as advised, and return it to the Internal Verifier for sign off.

### **Record Keeping:**

All Internal Verification of assessed work should be recorded.

Records should include an accurate record of:

- Programme, Unit-Module and Assignment title
- Assessor and Student names
- The Criteria the Assessor has awarded a grade for

The outcome of Internal Verification should be recorded on the form and if action is identified by the Internal Verifier, the Assessor should complete this and return it to the Internal Verifier for sign off.



## **Continuous Improvement of Internal Verification Process**

In order to contribute to the continuous improvement of the Internal Verification activity, the following activities should be maintained and monitored for effectiveness:

### **Internal Verifiers**

- Provide advice and support to Assessors on a regular basis.
- Advise on the appropriateness of Assessment evidence with regard to level, sufficiency, authenticity, validity and consistency.
- Use subject specialism to sample assessed work to verify Assessors' judgements.
- Check the quality of Assessment to ensure that it is consistent, fair and reliable.
- Ensure own Assessment decisions are internally verified by another person.
- Give feedback to Assessors and identify action to be taken where appropriate.
- Ensure appropriate corrective action is taken when Assignment Briefs are not fit for purpose or when Assessment decisions are not accurate.
- Take part in the formal stages of any Appeal.
- Advise programme team on any training needs.
- Provide feedback on aspects of the Assessment system to the programme team and senior management, as required.

### **Centre Manager, Programmes Manager, Lead Internal Verifier**

#### **General Support:**

- Provide guidance and-or decisions on: Workload of Internal Verifiers (new-experienced); sampling quantities (established-new programmes-units).
- Give general feedback to the Internal Verifier-Tutor-Assessor team
- Provide support to ensure that appropriate corrective action is taken when Assignment Briefs are not fit for purpose or when Assessment decisions are not accurate.
- Manage and-or take part in formal stages of any Appeal.
- Plan and implement action to respond to identified training needs.
- Identify and implement needed changes to the overall Internal Verification process
- Provide feedback on aspects of the Assessment process to the External Verifier-Examiner, as required.

#### **Standardisation:**

Hold regular Standardisation meetings to develop quality and consistency of Assessment across Assessors involved in different Unit-Modules across a programme or across different programmes.

#### **Maintaining Best Practice:**

Ensure that:

- The Internal Verification policy promotes a rigorous commitment to quality improvement.
- Internal Verification processes are agreed and published so that they are clearly understood by all members of delivery teams.
- Internal Verification forms are standardised across the Centre.
- Internal Verification schedules are drawn up to ensure timely implementation.
- All Assessors are involved in the Internal Verification role.
- A lead Internal Verifier is identified, who manages the process and provides support.
- Standardisation meetings are seen as pivotal staff development.
- The time required to carry out Internal Verification is recognised.