

LTE Group

Assessment and Internal Verification Policy and Procedure 2016/17

Process for:	Internal Verification
Process owner:	Quality
To assure:	That all learners have access to fair and accurate assessment and that the quality of assessment practices is consistent, transparent, valid and reliable and meets the requirements of awarding bodies.
Which applies to:	Internal verifiers or moderators. HoDs, Lead IVs, Course Coordinators, Novus Managers, full time and part time tutors.
Monitoring and evaluation:	Quality Standards

Introduction - Internal Verification / Moderation Standard	
The internal verifier or moderator plays the key role in quality assuring assessment by monitoring the work of the assessment team and ensuring that candidates and assessors are supported and have access to accurate and relevant information. This process is carried out in line with awarding body requirements, The College Assessment and Equality and Diversity policies.	
Internal verifiers must have up-to-date qualifications, experience and knowledge relevant to the assessment and verification of the vocational or academic qualification they are verifying. The specificity of the experience and knowledge may vary according to the particular qualification and awarding body requirements. Therefore it is the responsibility of the team leader to exercise professional judgement as to the competence of the IV.	
Within NVQ programmes IVs/IQA's will be qualified to TDLB D32, D33 and D34, A and V units or most recent IQA awards. They can be working towards an IQA unit but must complete within 18 months of registration. Whilst working towards IQA units, an appropriately qualified IV/IQA must sign their verification decisions.(Edexcel requires an on-line test to be undertaken successfully for all Lead IVs from each curriculum area – Osca – QCF, NQF – team standardisation)	
The requirements of the IV standard will apply to start, mid and end of all courses; including short, roll on – roll off, work based learning and franchised provision.	

PROCEDURE		TASK
Start of Course		
1.	At the beginning of each course, the IV and course team complete the IV report log - start of course (F1) ensuring that all topics have been addressed and actioned as necessary. The report is copied to the HoD/Manager and course leaders and feeds into the first course review.	IV / Course Coordinator
2.	The Course Leader/ Lead IV/Lead IQA completes the IV monitoring schedule (AV- F4), ensuring all courses have IV arrangements in place and any actions from IV report logs have been completed.	HoD Lead IV
3.	The Internal Verifier/ Moderator conducts IV activity as specified in the assessment and verification schedule section of the IV report log - start of programme (F1). These must include detailed sampling plans (F6, F7) that cover the verification of all learning outcomes, units, candidates and assessors.	Internal verifier
4.	In order to maintain the quality of assessment standards and procedures the internal verifier is responsible for advising assessors and monitoring assessment activities.	Internal verifier
5.	The Lead IV/IQA will ensure that all EV visits and external moderation activities are scheduled and recorded on the IV/IQA monitoring report (AV – F4) which is forwarded to the Quality Nominee.	Lead IV Quality Nominee
6.	When teams design the assessment material, it will need to be verified before being given to the learner and materials (assignments, case studies etc.) confirmed that they meet Awarding Body standards (F5)	Internal verifier
7.	Internal Verifiers cannot internally verify their own assessments. Where there can only be one IV per team, that person's assessments must be verified by another IV/IQA who can relate to the candidate's standards (by agreement with awarding body).	Internal verifier
Mid of Course		
8.	The IV and course team complete the IV report log – mid course (F2) ensuring all start of course actions have been resolved and all topics have been addressed and actioned as appropriate. The report is copied to the HoD/Manager and course leader and feeds into the second course review.	Course Coordinator
9.	The HoD/ Lead IV completes the IV monitoring report (AV – F4), ensuring all courses have IV arrangements in place and any actions from IV report logs have been completed. The completed report is then forwarded to the Quality Nominee.	HoD/Manager Lead IV Quality Nominee
10.	The Internal Verifier / Moderator continue to conduct IV activity in accordance with the assessment and verification schedules.	Internal verifier
End of Course		
11.	The IV/IQA and the course team action the IV report log – end of course (F3) ensuring that all start and mid report issues are resolved and all topics have been addressed and actioned as necessary. This report is copied to the HoD/Manager and also feeds into the end of year course review.	IV / Course Coordinator
12.	The HoD/ Lead IV/IQA completes the IV monitoring report (AV – F4), ensuring all courses have undergone an external sampling/monitoring visit/sample and any actions have been completed. The completed report is then forwarded to the Nominee who updates the IV spreadsheet and reports to the Quality Team. Academic Board.	HoD Lead IV Quality Nominee

Role of the Lead IV/IQA		
13.	<ul style="list-style-type: none"> • Report to the Quality Nominee • Attend cross college Lead IQA meetings to discuss IV/ assessment issues and to share good practice. • Provide advice and support to Internal Verifiers and Assessors. • Liaise with QN to ensure all new IVs and Assessors have a full induction to the College Internal Verification Process. • Ensure that IV's/IQA's and Assessors have access to all awarding body and College documentation and the resources required to carry out their role. • Liaise with and cascade information from The Quality Nominee, External Verifiers and Awarding bodies as appropriate. • Ensure that IV's/IQA's are aware of the individual Assessors for whom they have verification responsibility and of their role in the verification process. • Provide advice and guidance on assessment and the candidate appeals procedure. • Liaise with External Verifier's/Standards Verifiers, co-ordinate and manage EV/SV visits/sampling and manage any resulting actions/recommendations. • Undertake any mandated external Quality Assurance standardisation activity. • Where a programme requires there to be more than one IV, the Lead IV/IQA will be responsible for co-ordinating the verification process. 	Lead IV
Associated Documents and Procedures:	Assessment Policy Equality and Diversity Policy Assessment Appeals Malpractice Policy Internal Verification Policy	