

**March 2020**  
**Internal Verification Policy**  
Morecambe Road School



**Aim:** To ensure there is an accredited lead internal verifier in each principal subject area

Internal Verifier: Michelle Jennings  
Exam Officer: Helen Andrew

The internal verifier(s) will be involved with recruiting and developing deliverers and assessors, guiding and supporting them, planning a rigorous and robust risk managed assessment and sampling strategy, organising standardisation events, ensuring ILM policies and procedures are adhered to, communication, storing and recording information to provide a clear audit trail and liaise with the ILM External Verifier(s) (ILM EV's).

All internal verifier(s), whether they hold a nationally recognised Verifier qualification or not, must have up-to-date working knowledge and experience of best practice in assessment and quality assurance and show current evidence of continuing professional development in assessment and quality assurance

- To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- To ensure that the internal verification procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, the centre will ensure that:

- a lead internal verifier for each principal subject area is accredited via the successful completion of an online standardisation exercise for each accredited qualification provider
- each lead internal verifier oversees effective internal verification systems within each principal subject area
- staff are briefed and trained in the requirements for current internal verification procedures
- effective internal verification roles are defined, maintained and supported
- internal verification is promoted as a developmental process between staff
- standardised internal verification documentation is provided and used

- all centre assessment instruments are verified as fit for purpose
- an annual internal verification schedule, linked to assessment plans, is in place
- an appropriately structured sample of assessment from all programmes, sites and teams is internally verified, to ensure centre programmes conform to national standards and standards verification requirements
- secure records of all internal verification activity are maintained
- the outcome of internal verification is used to enhance future assessment practice.

**Module/Unit agreement:** During July for the following academic year and agreed timescales for delivery recorded with the assessor responsible for delivery of the module/unit. Any units/modules requiring amendment are to be returned for second verification within two weeks by the assessor.

**Standardisation:** At the end of each term (3 per year) with all assessors during KS4 accreditation meeting. All assessors to bring identified pupil work and at level of attainment.

**Records:** Learner attainment records are maintained by the assessor and verified by the Internal Verifier at Standardisation meetings.

- Registration list
- Induction and enrolment records
- Tutorial Records
- Sampling plan
- Assessment tracking record
- Sampling reports/records
- Assessment feedback sheets
- Internal quality assurance (IQA) feedback documentation
- Standardisation meetings calendar, agenda and minutes from the meetings
- Assessment Appeal records.

**Verification:** Summative verification held in January of the academic year and Formative held in June on the academic year.

**Observations:** Each assessor is observed once per term by the Internal Verifier to ensure accuracy and integrity of the course requirements.

**Review & Monitoring:** Each academic year this policy and our centre process is to be reviewed and any CPD or accreditation board changes/training are to be considered and adopted. These changes are to be notified to all assessors identified and review of the course requirements and associated records amended accordingly.

**Role of the Tutors:** the role of the deliverer/tutor is to ensure that the programme design is fit for purpose and the indicative content of a unit is delivered ensuring the learner can meet all unit learning outcomes and assessment criteria. The role of the deliverer/tutor is to engage, motivate and provide key information to learners such as the assessment schedule, assessment and mark sheet, assessment guidance or

sufficiency descriptors. They will provide formative feedback on assessments. The deliverer/tutor sometimes is required to perform the role of the assessor. Should this be the case, the roles and requirements of the assessor are also required to be met.

**Role of the Assessors:** the role of the assessor is to decide whether a learner has demonstrated competence. This is achieved by judging the learners assignment or evidence against all the learning outcomes and assessment criteria. The assessor must provide support and guidance concerning sufficiency of evidence and provide summative written feedback.

**Role and responsibilities of IQA personnel:** the internal verifier(s) must have the authority to implement the internal quality assurance (IQA) policy and strategy. The internal verifier(s) role is key and has many responsibilities. The internal verifier(s) cannot sample any work that they have assessed.

**Responsibilities of the internal verifier(s):**

Plan and prepare internal quality assurance activities and sampling of assessor decisions in line with your centres risk management strategy. Ensuring and demonstrating that assessment is valid and consistent through monitoring and sampling assessment decisions. Internal quality assurance (IQA) sampling must take place at various stages in the learners' journey to gain an overall picture of the quality and delivery, on an interim and summative basis. This must be specified in your IQA Policy and Strategy.

- Organise standardisation activities with assessors to aid interpretation of unit specifications, provide guidance and maintain the accuracy, quality and consistency of assessment decisions
- Provide on-going answering of queries relating to the assessment or verification process, interpretation of assessment criteria and special consideration or reasonable adjustment requirements. Providing constructive feedback and advice on a deliverers' and/or assessor's performance to address any areas for development and maintain good practice. This entails a range of techniques including observation, sampling and checking accuracy and completeness of documentation. Written feedback must be provided to assessors and recorded.
- Take a key role within the internal appeals procedure and adjudicate in assessment disputes or variances. The internal verifier(s) assessment decision will take precedence over the assessor's decision.
- Take a lead role by understanding the legal requirements in terms of maintaining records such as data protection, confidentiality, and secure storage of records. The Internal Verifier(s) will maintain all assessment records meeting ILM's requirements.
- Take a lead role in the evaluation of trends in terms of equality, diversity and where appropriate bilingualism in relation to assessment decisions, monitoring retention and achievement rates.
- Managing communications, both with deliverers, assessors, senior centre management, Exams Officer and the External Verifier. The internal verifier(s) role and associated responsibilities as indicated in the above is key to the implementation of your centre's IQA policy and strategy. It is certainly not about second marking. The internal verifier(s) role still needs to be in place and

implemented if your centre decides to use the ILM Assessment service rather than undertaking centre assessment.

Current assessors for 2019-2020 academic year:

Ian Moorhouse – C&G Horticulture

Val Holland – AIM Awards

Sam Leach – AIM Awards

Verity Hinchliffe – BTEC

Catherine Cassidy – AQA SUA

Janine Duffin – AQA SUA

Kristian Davies – Ascentis

**Approved by the Full Governing Body of Morecambe Road School on 25.3.20**

**Signed: .....T Bland.....Chair of Governors**

**Signed: .....P Edmondson.....Headteacher**

**FGB APPROVAL BY CHAIRS ACTION EMAIL DUE TO CORONAVIRUS**