



Internal Verification Policy

Approved/reviewed by	
Approved by Mr C Wilson Revised by Mrs S Wolverson	
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Introduction

This policy aims to provide guidance and clarity to Queensbury students and staff who are involved in delivering courses that require work to be subject to Internal Verification.

Internal Verification(IV)

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.

1. To ensure that IV is valid, reliable and covers all 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. Ensure that assessment booklets are accurate, consistent, current, timely, valid, authentic and to relevant external standards.
- 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.

IV Sampling Strategy

Sampling will include:

- All teachers over a 12-month period
- All units for the validity of assessment decisions for each teacher over a 12 month period
- The full range of age, gender, new starters, mid-term and well established learners
- The full range of evidence and assessment methods
- Interim and summative assessment decisions – Internal Verification will not be an “end” process.

Monitoring Assessment Practice

The Internal Verifier will monitor the assessment process and will:

- Ensure that there is a clear and accurate audit trail of the IV and assessment processes relating to each learner incorporated within the IV and teacher records as well as the portfolio itself.
- Observe at least part of one lesson for each teacher annually as a minimum. All observations will be recorded. (All full observations will be completed as part of Queensbury observation practices and Teaching Standards)

The IV will give regular feedback to teachers regarding the outcome of any sampling.

The IV will maintain IV records securely as per the requirements of the Awarding Body.

Complaints and Appeals procedure.



For this process please refer to the Queensbury Complaints Policy and Appeals Policy.

External verification (EV) / certification.

All IV's must ensure that all presented portfolios for external verification and certification meet all the requirements of the awarding body.

All IV's must contribute to EV visits and ensure that all action points are addressed by the agreed target dates.

All IV's are encouraged to use the EV for guidance and support on the standards through the lead IV.

Submissions for Internal verification

- It is the responsibility of learners to complete all evidence for booklets.
- It is the responsibility of the teacher to submit assessed qualifications/awards for internal verification and to ensure that all documentation has been completed