



TyneCoastCollege

FE Internal Verification Policy

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Student Services

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
CMT	v.7	March 2022	March 2025	Assistant Principal - Quality

Equal Opportunities: Impact Assessed

Review: 3 years

POLICY NUMBER 34

1. Policy Statement

Internal Verification (IV) is the process of monitoring assessment practice to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of marking, grading and overall assessment of student's work. The aim is:

- To ensure that all students are fairly, accurately and regularly assessed in a consistent manner that is open and free from bias.
- To meet and exceed the requirements placed upon us by QCA, the awarding bodies, and the student charter.
- To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.
- To support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached.

2. Scope

This policy relates to FE and HE provision as well as qualifications delivered within an Apprenticeship programme.

For the purpose of this policy, the term IV encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work.

Any task, activity, essay or project that contributes to the students' final achievement in a vocational area, academic subject or key skill will fall within the scope of this policy.

3 Legislation

No specific legalisation applies to this policy.

4 Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

- 4.1 The policy is known, understood and implemented.

5 Actions to Implement and Develop Policy

- 5.1 Every programme with work that is internally assessed and which contributes to the final assessment outcome of a student must carry out internal verification.
- 5.2 Appropriately qualified staff must carry out all internal verification. Where a trainee internal verifier undertakes IV, this must be verified by a qualified IV and countersigned.
- 5.3 Each programme must have identified members of staff who will verify or standardise the assessments for that particular programme.
- 5.4 IV must be carried out continuously throughout the year. In addition to this, each programme will identify appropriate periods of time when IV takes place. These times will be included in the "Assessment Plan", in accordance with awarding organisation requirements, which each course must have in place in the Assessment File.
- 5.5 Any evidence that is produced must meet the requirements of the awarding organisations.
- 5.6 The evidence must be recorded on appropriate documentation, which takes into account the requirements of awarding organisations.
- 5.7 Assignments must be verified before they are issued as well as when they have been marked.
- 5.8 Internal verification must take place before assessment decisions are finalised, notified to students and certification is requested.
- 5.9 Evidence that IV practice has taken place must be available by the end of the first term for monitoring by the Quality Co-ordinator / Lead Verifier.
- 5.10 Internal monitoring of IV activity will be carried out via Quality Co-ordinator/ Lead Verifier.
- 5.11 Records of IV must be kept in a secure location and accessed by staff authorised to do so.
- 5.12 All IV or moderation must be in line with current awarding body recommendations.
- 5.13 To ensure compliance with national standards, sampling must be based on the principles of 'CAMERA' - structured across all:
 - Candidates
 - Assessors

- Methods of assessment
- Evidence types
- Records
- Assessment locations

5.14 The identified IV must attend standardisation meetings and maintain a current continuous professional development file.

5.15 With Direct Claim Status, the specific awarding body guidelines must be followed.

6 Monitoring and Evaluation

6.1 This policy will be monitored by the Quality Co-ordinator/ Lead Verifier and through established quality audit procedures.

7 Related Policies

- Internal Assessment Appeals Policy
- Assessment Policy