



Internal Verification Policy

Preface

As a centre approved to deliver the qualifications for SQA it is the responsibility of The Ridge (Scotland) CIC to provide an effective policy and supporting procedure for the internal verification for all certificated awards offered.

Scope

The policy guides all Internal Verification required for certificated courses offered by The Ridge (Scotland) CIC

Approval

The first annual up-date for the policy took place and was approved by the on October 31 2013
Subsequent review has taken place on:

31 October 2014

30 October 2015

28 October 2016

27 October 2017

Review

This Policy will be reviewed annually by The Ridge (Scotland) CIC.

Policy Statement

As a centre approved to run SQA qualifications, it is The Ridge (Scotland) CIC's responsibility to ensure that all our provision is current and able to meet the needs of our clients.

All assessed units and awards presented for certification must meet the requirements of the Internal Verification Procedure as well as the specific requirements of each awarding body in the context of external verification or monitoring.

The Ridge (Scotland) CIC needs to demonstrate confidence that all assessments undertaken by its learners are valid, accurate, consistent, repeatable and reliable.

The Internal Verification Procedure gives structure to assessment checking, provision of evidence and maintaining standards. An assessor cannot internally verify their own work.

An Internal Verifier is required to be subject competent to the appropriate level and to be 'working towards' or will have achieved assessor/verifier qualifications when required by awarding body regulations. When required this should be achieved within 18 months of being appointed as an IV or assessor.

Responsibilities

The Directors of The Ridge (Scotland) CIC are responsible for the implementation of this policy.

The Directors of The Ridge (Scotland) CIC are responsible for monitoring compliance with the policy and managing the liaison between internal verifiers and the awarding body's external verifiers.

The Directors of The Ridge (Scotland) CIC are responsible for the sourcing of and provision of summative assessment material supplied by awarding bodies and ensuring internal verifier coverage for all College delivered awards.

The Directors of The Ridge (Scotland) CIC are responsible for the management of the verification groups, the appointment of internal verifiers, and working with the Internal Verifier, the Assessor and the accurate recording and security of internal verification records.

The Internal verifiers are responsible for ensuring that assessment instruments and decisions are valid, accurate, consistent, repeatable and reliable.

The Assessors are responsible for delivery and the marking of the assessments and providing work to be sampled.

The SQA framework is used as a model for all internal verification requirements. However, where an awarding body has specific requirements (for example City & Guilds) these must be followed using the guidance provided by that awarding body.

Related Documents

This Policy should be read in conjunction with

- Equal and Diversity Policy
- Student Appeals Policy

Internal Verification Allocation

A limit of 3 groups per Internal Verifier is recommended. A course could be made up of more than one group. A group would normally be approximately 10 learners. For each group the Internal Verifier is responsible, the equivalent of one hour per week should be made available to carry out duties. In some instances, additional time may be required for specific industrial links. The recommended minimum number of Internal Verifiers per group is two, to enable cross verification and quality procedures to be maintained if both are assessors on the course. However, one Internal Verifier may be sufficient, if that individual does not carry out assessment on that course.

The Internal Verification Policy and supporting documentation will be implemented by all Internal Verifiers and Assessors delivering programmes for The Ridge (Scotland) CIC.

Verification Sampling Strategy

The sampling strategy for assessments will vary according to the particular programme. The sample should present a sufficiently accurate picture of the quality of assessments to be confident that those decisions not sampled also meet national standards. In identifying the strategy all the following should be taken into account: 100% of each unit must be internally verified for at least 25% or 5 of the learners, whichever is greater.

All learners must be sampled within the qualification. A sample of at least 50% or 5 of the learners, whichever is greater, would be used for a new Assessor until the Internal Verifier is satisfied that accurate decisions are being made. This will be monitored through assessor programme checks. This process will last at least six months. If an Internal Verifier is not happy with an Assessor's decision an increased sample would be used. If the assessment decisions do not improve the Directors will be informed and take relevant action.

Candidate cohort e.g. ethnicity, age, gender, special requirements, programme start dates, full-time/part-time.

Assessors - their experience, workload and location.

Methods of assessment used - product evidence, observation, simulation, oral questioning, APL, projects, witness testimonies, written questions etc.

Elements within the qualification - across all units, focusing on any problem units, new/revised or established standards.

Records - candidate assessment records, portfolio files.

Assessment Sites - the sample should capture a picture of assessment across the full range of Ridge assessment sites.

The Internal verifier will complete the appropriate Internal Verification Unit form and ensure that all units and all assessors of that unit are covered through the sample.

External Verifier Visit Action Plans

When an external verifier report is received by The Ridge (Scotland) CIC, it will initially be forwarded to the Director responsible for SQA Co-ordination. The Director will then meet with the internal verifier(s) and assessor(s) to discuss the report and If there are any action points from the visit.

If there are action points from the visit, the Director will prepare the first section of the external verification report action plan and forward this to the internal verifier(s) and assessor(s) for actions and monitoring.

Archiving

All assessment will be kept for 6 months and internal verification records will be kept for a minimum of 3 years. These would normally be retained in the Internal Verifier/Course file and securely stored in the Assessment/Staff Base.

Appeals

Assessor Appeals

In the event of an Assessor wishing to appeal against an Internal Verifier decision, the appeal should initially be made informally to a Director. The Director will investigate the problem and call a meeting of appropriate team members. The decision made at the meeting should be the one agreed to. If there is not a 75% consensus of opinion, clarification should be sought from the external verifier. If the assessor is still unhappy at the decision reached the Ridge Grievance Procedure should be commenced.

Student Appeals

See the Ridge Student Appeals Policy
Supporting Documents

Outcome of Internal Verification & Feedback To Assessor

Outcome of Internal Verification & Feedback To Assessor		
Qualification And Level :	Awarding Body :	
Group :	Internal Verifier(s) :	
Assessor Name(s) :	Date :	
Feedback :		
Action Required:		
Verifier Signature:	Date :	
Assessor Signature(s) :	Date :	
Date Action Completed :	Verifier Signature:	Assessor Signature(s) :