

## **INTERNAL VERIFICATION POLICY**

### **Introduction:**

It is essential that Rutledge have quality assurance systems in place to ensure all assessment is fair, consistent and meets Rutledge and national requirements. This policy has been designed to promote quality, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained over time.

This document is applicable to everybody involved in assessment administration, management, verification and moderation of any Rutledge qualifications delivered within the breadth of this centres activities.

The Teaching & Learning Manager is responsible for ensuring that the Internal Verification Strategy and sampling plans are effectively established, implemented and maintained by the Internal Verification Team.

### **Verification Aim:**

The Internal Verification aim is to ensure effective management of assessment and verification processes, effective support for assessment and verification personnel, and to quality assure the outcomes of assessment in-line with Rutledge and national requirements.

### **Verification Objectives:**

Internal verification objectives propose to:

- operate from established verification policy and procedures that are reviewed where required in-line with the centres' quality control arrangements
- ensure an effective induction is provided for all members of the assessment and verification teams, as required
- ensure effective appraisal and continued professional development for all members of the assessment and verification teams
- ensure that the assessment and verification teams understand and follow all the centre policies and procedures
- ensure the centre will embed equality and diversity throughout the internal verification and assessment activities
- ensure quality via accurate and effective assessment of all candidates
- monitor and ensure consistency of assessment outcomes via appropriate interpretation of specific qualifications and/or national requirements
- review and evaluate the quality and consistency of assessment at different stages of the assessment process
- maintain accurate and current records of internal verification and moderation
- standardise all components of the assessment where appropriate
- carry out continuous improvement activities to ensure all corrective actions best practice guidelines requested by the external verifier/1st4sport QMT are complied with.

### Internal Verification Strategy:

The purpose of this strategy is to provide realistic strategic objectives devised to ensure that we will effectively comply with Rutledge's internal verification/moderation requirements and/or the national standards. In devising an IV strategy, we are also effectively complying with our own IV policy.

### Strategic objectives:

There are a number of strategic objectives whereby we propose to ensure:

- all personnel with internal verification/moderation responsibilities are suitably qualified to undertake this role
- that all assessment, internal verification and/or moderation personnel are aware of the internal verification policy and strategic objectives and can facilitate the implementation
- assessment/internal verification/moderation personnel development needs are taken into consideration
- that developing and newly qualified internal verifiers are given the necessary support to fulfil their duties effectively
- a selected sample across assessors of 25% (or one candidate if less than four are registered within a cohort) of candidate evidence and assessor feedback is internally verified from 100% of the courses/candidate cohorts authorised
- all assessors and all types of assessment (including direct observation of assessment practice) are internally verified across all active assessment sites, over a twelve month period
- that records and documentation of assessment, internal verification and moderation decisions are maintained for external verification purposes
- that all assessment and internal verification records per candidate are maintained for appropriate timeframe

### The C.A.M.E.R.A. Strategy will be applied when implementing IV Planning:

<b>C</b>	Across <b>Candidates</b> a representative sample of all types of candidates being Assessed across gender, age, job role, geographical spread, special needs etc.
<b>A</b>	Across <b>Assessors</b> , new and experienced, workload, occupational experience, Independent assessors tutor, etc.
<b>M</b>	All <b>Methods</b> of assessment are sampled across the assessment process. sampling will cover all methods of assessment.
<b>E</b>	Across <b>Evidence</b> , product evidence, supplementary evidence, assignments, reflective accounts, witness statements, work products.
<b>R</b>	Across <b>Records</b> , assessment records, assessment plans and feedback etc.
<b>A</b>	Across all Assessment sites, at the candidate's work place and any other sites.

### VACS:

Internal verification activities will take place throughout the period of assessment and the **VACS** system will be used to ensure evidence is:

- V**     **Valid**             appropriate to the standards  
**A**     **Authentic**         the candidate's own work

<b>C</b>	<b>Current</b>	still applicable to the standards
<b>S</b>	<b>Sufficient</b>	enough to demonstrate competences over time

**To support this:**

- The qualified assessor's practice will be observed yearly and new assessors will be observed within 6 months of taking up employment with the Rutledge
- The Internal Verifier may request more direct observation of an assessor, or portfolio examination of an assessor if deemed necessary
- Qualification Co-ordinators will monitor all non-qualified assessors and ensure their assessment of candidate's work is countersigned by a qualified Assessor
- Assessors who are not qualified will be registered onto the TAQA Awards within 6 months of taking up their position with Rutledge
- Qualification Co-ordinators will ensure CAMERA by using and updating a matrix system
- IV activity will be carried out in Red Pen as per Awarding Body requirements
- Qualification Co-ordinators will arrange Standardisation Meeting every 12 weeks and ensure attendance by all team members
- All new Assessors will undertake a full induction programme
- A system of CPD is applied throughout Rutledge and CPD records will be available to the EV on request
- The Qualification Co-ordinator will be involved in staff appraisals every 6 months of all staff in their professional & technical area
- In an instance where the IV has serious concerns e.g. unsatisfactory standard of practice the QAC will be informed
- All Internal Verification documentation will be retained for the appropriate timeframe in line with the Code of Practice.

**Internal Verification Interventions:**

The following Internal Verification interventions aim to ensure the consistency of assessment across all assessors, at all sites. IVs should aim to make an intervention to every course/candidate cohort, on at least one occasion.

Internal Verification interventions include:

- observation of assessments
- sampling of assessment evidence
- candidate interviews (face to face/via telephone)
- Standardisation activities and/or meetings.

**Internal Verification Quality Standards:**

(See Appendix 1)

**Internal Verification Procedure (completed portfolios):**

- Following the monthly IQS progress meeting with Assessors the Manager must forward a request for Internal Verification using form App44 to the relevant Qualification Co-ordinator.
- The Qualification Co-ordinator should arrange to have the portfolio/s Internally Verified by the appointed Internal Verifier in line with Awarding Body requirements
- Arrangements are to be made between the Internal Verifier, the Assessor and Manager to have the Portfolio/s collected for Internal Verification (where applicable)

- Where a Candidate's Portfolio does not meet the standard the Internal Verifier should return the the portfolio to the Assessor at the branch and an agreement is made for resubmission
- After completeing Internal Verification successfully on the candidate,s portfolio the Qualification Co-ordinator will apply for Certification to be carried out by the Qualifications Team (using form App26a/ Awarding Body Documentation/ App44 as agreed)
- The Qualification Co-ordinator should inform both Assessor and Manager by e-mail of the Internal Verification outcome
- On receipt of documentation the Qualifications Department should apply to the Awarding Body for Certification
- On receipt of the Certificate the Qualification Department will issue to the branch with a completed Record of Dispatch.

**Reviewed by: SMT (August 2012)**  
**Revised by: Breda Cullen**

## Appendix 1

### INTERNAL VERIFICTAION QUALITY STANDARDS

Standards	Amplification	Quality Measure
There is effective communication within the assessment team and with the Awarding Body.	Communication systems ensure all team members are kept up to date with awarding body changes to policy and practice. Feedback reports are shared with team.	Team meeting notes show cascade of awarding body information  Systems audits/external verifier reports recognise team is up to date
Curriculum vitas are checked to ensure internal verifier qualifications and occupational competence as	Recruitment and Selection. Procedures ensure that candidates have the required up to date qualifications and occupational competence	Documentation relating to the checking process is available.

required by the Awarding Body.		
A system of training and/or professional updating is in place for all internal verifiers and records kept.	Records of training/updating to document their professional development activities of the team both on and off site	Record of training and/or professional updating available for scrutiny.
Newly appointed internal verifiers shadow qualified verifiers are monitored on a regular basis to ensure qualification is achieved by target date.	Target dates for achieving assessor award are communicated with the unqualified assessor. Support is given to unqualified assessors to ensure the qualification is achieved by specified target date.	Unqualified assessor and line manager aware of target date for assessor award.  Records of meeting between unqualified assessor and mentor.
Trainee assessors are monitored or have clear, realistic target dates to achieve assessor qualifications.	Trainee assessors are monitored to ensure assessor qualifications are achieved within a realistic time scale	Records of meeting between trainee assessor and tutor.
There is an explicit system in place to ensure work is internally verified by a qualified internal verifier other than the original assessor.	Evidence is available to show who internally verifies work. Evidence demonstrates that assessors do not internally verify their own work.	Internal verification tracking records demonstrate that work is internally verified by someone other than the original assessor.
A written sampling strategy is prepared by internal verifiers for all programmes, which reflects joint Awarding Body guidance.	All programmes to have a prepared written sampling strategy to ensure sampling is carried out regularly, fairly and in accordance with Awarding Body guidance.	Copy of the sampling strategy.  Copy of sampling frame.
Records of sampling including candidate questioning are maintained and held in a central location by the lead internal verifier.	Records relating to the internal verification are kept by the lead internal verifier and are available for scrutiny.	Sampling records are available and enable an audit trail to be identified.  Sampling records conform to awarding body requirements.
Assessors are given informal and formal written constructive and relevant feedback.	This quality standard highlights the requirement that internal verifiers after sampling learners' work, provide written feedback to the original assessor.	Records of feedback to assessors.  Evidence of changed or shared practice, following written feedback.
All claims for certification are validated by a qualified internal verifier.	This standard re-enforces the awarding body demand that all claims must be validated by an internal verifier.	Records demonstrating that claims for certification have been signed by a qualified internal verifier.
Internal verifiers positively	This standard recognises the	Meetings calendar to

encourage assessors to meet regularly to discuss assessment issues.	importance and value of assessors meeting with internal verifier sand/or each other on a regular basis to discuss assessment issues	encourage assessor meetings.  Team meeting notes sharing assessment topics being discussed.
All documents associated with assessment and verification are safely archived and stored for a minimum period of three years.	This standard re-enforces Awarding Body requirement to store assessment and verification records for three years.	The team is able to produce assessment and internal verification records from three years ago.  Auditor can assess the safety of archive store.
The lead internal verifier has allocated sufficient time to assessors and internal verifiers.	This standard highlights the resource requirements associated with high quality assessment and internal verification processes.	Work schedules/timetables indicate time allowed for assessment and internal verification.  Record of conversations with assessors and internal verifiers.
Teaching & learning Manager ensures ratio of assessors to internal verifiers are appropriate.	This standard is to ensure internal verifier/assessor work loads are planned to be both supportive and robust	Internal verification records indicate ratio of internal verifier to assessor.  Meeting with staff enable a judgement to be made.
The lead internal verifier includes performance against code of practice as part of self assessment.	The code of practice should be the benchmark of effective assessment practice.	Self-assessment report will include such judgements.