

Calderdale College

Policy Title & Reference	Internal Verification & Moderation Procedure Policy 2.11
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Purpose

To ensure that all qualifications follow a rigorous system of quality assurance which demonstrates the College's commitment to quality improvement through a fair, consistent and reliable process in accordance with the awarding body regulations. These can be found on Moodle.

Scope

The procedure applies to all qualifications within Calderdale College, including Higher Education and Work Based Learning. This procedure is subject to internal audit and outlines the essential quality requirements as well as meeting the specific requirements of the appropriate Awarding/Accreditation Body.

Fair Assessment

To ensure access to fair assessment is in place to ensure assessment is available to all through a range of assessment methods and assessment opportunities used which reflects the needs of all learners and their learning style preferences and which are in accordance with Awarding Body requirements. This not only includes Class Based Learning but also Work Placed Learning, Off Site Locations and work patterns.

Potential impact on Equality and Diversity

This policy document has been reviewed by the Equality, Diversity and Inclusion Coordinator to ensure that it does not negatively impact upon any individual with any protected characteristic. All College policies seek to actively promote inclusion of all learners. In addition, this policy's purpose is to ensure that learners are not disadvantaged by lack of acknowledgment of prior learning and experience.

Awarding Body

The College is approved to deliver qualifications accredited by many Awarding Bodies such as City & Guilds, Pearson, NCFE, Open University etc. who will require their own assessment and verification records to be used and/or those which are outlined in this procedure. Awarding Body handbooks outlining their assessment and verification requirements are available on the Staff Intranet.

Definition

Internal Quality Assurance through the Internal Verification process is an Awarding Body requirement and which ensures a common interpretation of standards between assessors. These procedures include the standardising and monitoring of assessment practices and the verifying of assessment decisions. These procedures are further monitored and revised through the External Verification process.

Responsibilities

The role of the assessor is to: -

- Operate internal and external assessment systems.
- Ensure that all assignment activities are internally verified prior to issue and before being presented to learners and are in accordance with Awarding Body requirements. Where appropriate pre verification should be completed prior to the start of each academic year.
- Ensure that all records and activities are completed using either College records and forms as outlined in this procedure or those instructed by the relevant Awarding Body.
- Plan assessment schedules and activities in accordance with Awarding Body and Scheme guidelines.
- Assess evidence of candidate achievement against national standards.
- Provide feedback on achievement and give guidance on further actions.
- Keep detailed plans and records for all activities.
- Ensure the validity, authenticity and sufficiency of candidate evidence.
- Participate in standardisation activity.

The role of the programme Internal Verifier is to: -

- To operate internal assessment and verification systems.
- Ensure that all assignment activities are internally verified or moderated prior to issue and before being presented to learners and are in accordance with Awarding Body requirements. Where appropriate pre verification should be completed prior to the start of each academic year.
- Ensure that all records and activities are completed using either College records and forms as outlined in this procedure or those instructed by the relevant Awarding Body.
- To support and advise assessors
- To monitor the quality of assessor performance and to highlight problems, trends and the development needs of the assessor.
- To meet external quality assurance requirements.
- Participate in standardisation activity.

The role of the curriculum Lead Internal Verifier (BTEC Qualifications Only) is to: -

- Read and understand the BTEC Quality Assurance Handbook each year, and make sure assessors and verifiers have access to it.
- Undertake annual online registration and complete standardisation activity with programme team.
- Ensure that all records and activities are completed using either College records and forms as outlined in this procedure or those instructed by the relevant Awarding Body.
- Ensure that there is an assessment and verification plan for the programmes in the principal subject area which is fit for purpose and meets BTEC requirements.
- Sign off the assessment plan and check that it is being followed at suitable points.
- Ensure that records of assessment and samples of learner work are being retained for use with Standards Verification.
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place.
- Make arrangements for handover to a deputy or replacement if unable to carry out the role.
- To organise standardisation activities for programme and/or cross College teams.
- Support the implementation and adherence of the new BTEC internal assessment rules.
- Conduct their responsibilities outlined in the BTEC internal assessment rules to authorise resubmission and retake opportunities.

The role of the Curriculum Manager is to: -

- Identify and agree roles and responsibilities within course team.
- Ensure all course teams operate internal assessment and quality assurance system.
- Ensure that an annual schedule is presented for verification and standardising activities.
- Meet with the External Examiner and respond to all issues highlighted through Internal and External reports.
- Deal with complaints and appeals to meet internal and external requirements.
- Monitor Health and Safety and Equal Opportunity policies and practices.
- Evaluate the effectiveness of internal quality assurance requirements and practices through Course Performance Review Evaluations and the Self-Assessment process.
- Ensure through CPD and Staff Development that staff who are required to conduct assessment and verification activities are appropriately trained and qualified

1.0 Procedure

1.1 Management and Quality Assurance

- The Internal Verification procedure will be subject to an annual review and update.
- All course teams will have roles and responsibilities including a named Internal Verifier, agreed at the beginning of each academic year and this information will be kept in the course file and will be subject to audit.
- The quality of the Internal Verification process will be monitored through course performance review, self-assessment process and review activities and will include: -
 - i. Evaluating the effectiveness of the process.
 - ii. Highlighting and resolving issues.
 - iii. Monitoring health and safety and equal opportunities policies and practice.
 - iv. Monitoring complaint and appeal.
 - v. Benchmarking activity.
- External reports will be monitored by the Quality Systems Manager who will report both outstanding and weak practice.
- Curriculum Managers will provide a structured response to external reports and internal audits.

1.2 Managing, Supporting and Developing Staff

Curriculum Managers must ensure that: -

- All new assessors and verifiers undergo a College induction activity prior to taking up their role.
- All verifiers are qualified within 12 months of commencing their role.
- All assessors and verifiers are appropriately trained and qualified to a competent level to be able to conduct their roles in line with College and Awarding Body requirements.
- All assessors and verifiers undergo continuous professional and occupational development.
- All records of formal review with assessors are used to identify development needs.

1.3 Verification of Assessment

The Internal Verifier must ensure the verification sample includes: -

- The size of sample needed to ensure reliability. Form QAF 2.11A
- All assessment methods. Form QAF 2.11B
- All Assessors for each course and in line with Award Body requirements. Form QAF 2.11D
- All assessment centres and satellites. Form QAF 2.11A
- All candidate cohorts including full-time, part-time and those attending satellite centres. Form QAF 2.11C
- All units/modules. Form QAF 2.11C

The Internal Verifier must: -

- Ensure the sampling schedule is in accordance with Form QAF 2.11A Sampling Plan. The sample size should follow Awarding Body Guidelines, however as a starting point Internal Verifiers should ensure that the sampling plan covers a minimum of at least once: each unit/module, each learner in the cohort, each assessor. If the Internal Verifier has doubts about the quality of the assessments, a larger sample must be taken to confirm the Internal Verifier's final decision.
- Record the verification confirming achievement/non achievement provide feedback to the assessor and guidance on further actions. Form QAF 2.11E
- Keep Internal Verification records that identifies which units and schemes are achieved and ensure that they are signed and dated in accordance with Qualification and Awarding Body Requirements.
- Complete documentation for unit/qualification certification.
- Ensure all documents are signed and dated.
- Report maladministration and academic malpractice to the Quality Systems Manager.

ii. Observing assessment

The Internal Verifier must: -

- Keep accurate records of assessor performance including detail of feedback given.
- Keep accurate records of feedback obtained from candidate on the assessor performance and their needs.
- Ensure all documents are signed and dated

iii. Monitoring and reviewing Candidate progress

The Internal Verifier must: -

- Produce a sampling strategy for candidate reviews.
- Keep accurate records of candidate's reviews.
- Ensure all records are signed and dated
- Keep records of candidate satisfaction questionnaire.

- Keep records of employer satisfaction questionnaire.
- iv. **Standardising assessor judgement and achievement**
The Internal Verifiers must: -
 - Confirm agreed timescales for standardisation meetings for each scheme.
 - Keep agenda and minutes of standardisation meetings.
 - Keep records of resulting actions taken following standardisation meetings.
- v. **Meeting Awarding Body Requirements**
The Internal Verifier must: -
 - Quality assures and evaluate provision.
 - Use Awarding Body records for the registration and certification process.
 - Adhere to the Code of Practice at all times.
 - Meet with the External Verifier and ensure all records are submitted prior to the visit, that all previous action points have been addressed prior to the visit and that all actions are cascaded to the whole team and are addressed with given timescales.
- vi. **Claims Submissions**
The Internal Verifier must ensure that: -
 - Accurate records of all claims are kept.
 - There is evaluation of achievements/ non-achievement.
- vii. **Record Keeping**
The Internal Verifier must ensure that: -
 - All assessment, verification and tracking documentation will be kept for a minimum of six years.
 - Records of Internal Verification are kept separate from assessment work completed by candidates to ensure evidence of assessment if assessment work is no longer available.
- viii. **Quality Assurance**
The Lead Internal Verifier (BTEC Qualifications Only) must ensure that: -
 - All requirements for BTEC Qualifications are met.
 - Documentation and records that require Lead Internal Verifier approval are signed and verified in a timely manner.
 - Support is given to Assessors and Internal Verifiers enabling them to meet BTEC requirements.
 - Report maladministration and academic malpractice to the Quality Systems Manager.

Documentation

Forms:

QAF 2.11A Internal Verification Sampling Plan

QAF 2.11B Internal Verification Checklist

QAF 2.11C Internal Verification Tracking (Candidate)

QAF 2.11D Internal Verification Tracking (Assessor)

QAF 2.11E Internal Verification Assessor Feedback and Action Points

- Awarding Body handbooks available on the Staff Intranet.
- Higher Education Principles and Regulations
- Rules for BTEC Internal Assessment (BTEC Firsts and Nationals from 1 September 2014 available on the Staff Intranet
- BTEC (QCF) Assessment and Internal Verification forms to be used from 1 September 2014