INTRODUCTION

The purpose of these procedures is to ensure a consistent approach to the assessment and internal verification processes.

The role of assessment and internal verification is vital to ensuring the quality of vocational programmes at Switched 2. All practice should as a minimum requirement follow the NVQ/Awarding Bodies Code of Practice and any guidelines released by examining bodies. Included in this policy and procedure are all the key internal documents required for rigorous verification. Also included is the NVQ Code of Practice and also guidance notes that Assessors and Internal Verifiers should be aware of in order to ensure quality outcomes and practice.

POLICY

To ensure national standards are consistently met within all our NVQ and other vocational programmes, and that all our candidates have access to fair and reliable assessment of a consistent quality.

STRUCTURE

The structure (appendix 1) of the Open Award delivery is spread across 2 faculty areas, Foundation Learning and Community Partnerships, covering these areas we have 1 lead external verifier and 1 Programme Internal Verifier who have responsibility for the quality in the programmes' assessment team.

PROCEDURE

This will be achieved by implementing a robust internal verification system as follows:

1. Each programme will have a named Internal Verifier who is responsible for the quality of assessment within that programme. Internal Verifiers will be supported by the Lead External Verifier.

2. All designated Internal Verifiers will carry out the role and responsibilities outlined in the NVQ Code of Practice. **The NVQ Code of Practice is a minimum requirement of quality standards for Switched 2.** All Assessors and Verifiers should adhere to these at all times. A copy can be found on the Switched2 website.

3. The head teacher will have specific responsibility for supporting, developing and monitoring the performance of all Internal Verifiers, primarily through external verification reports.
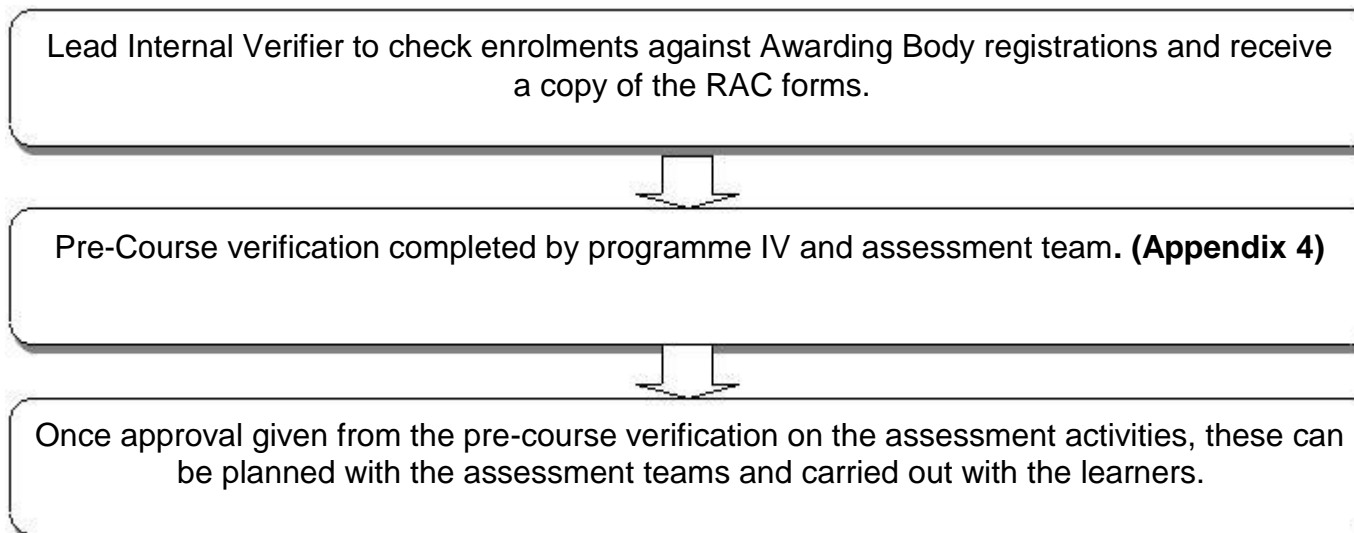
4. Internal verification will be ongoing throughout the programme, including formative and summative sampling of assessment. Its purpose is to ensure that the assessment process is consistent and robust. Specifically:

   - To ensure assessment materials are fit for purpose

   - To ensure consistent and reliable assessment decisions through sampling

   - To maintain quality and standards within the assessment practice

   - To identify the development needs of Assessors

   - To ensure Assessors are using appropriate documentation

   - To disseminate Awarding Body information to Assessors

   - To ensure Awarding Body guidance and codes of practice are adhered to

   - To liaise with External Verifiers / Moderators and Awarding Bodies

5. Internal Verifiers for NVQ programmes will hold or be working towards accredited assessor and verifier qualifications. Internal Verifiers for other vocational programmes will be trained to standards if considered appropriate by their Line Manager.

6. Internal Verifiers must declare any conflict of interest to the head teacher when allocated Assessors to verify.

7. Induction and ongoing professional development activities will be provided to support new and existing Internal Verifiers.

- Each course or group of courses has a named internal verifier(s) / moderator(s) *(appendix 1)*

- Each course has a sampling plan *(Appendix 2)*

- To confirm that assessment matrices are in place and that individual assessment briefs are internally checked before being distributed to learners, where assessment is not prescribed by the Awarding Body. Each Internal Verifier will need to compete a Open Awards Pre-Course Verification form to check all briefs/assessment methods are fit for purpose and is a fair, reliable, authentic, current and sufficient method of assessment.

- Internal verification / moderation checks that Assessors clearly understand what evidence is required to meet the assessment outcomes / criteria

- Internal verification / moderation provides appropriate feedback to Assessors *(Appendix 3)*

- Records are kept of the IV / moderation process and placed in the Internal Verifiers' Programme files.

- Where IV takes place in the workplace, any health and safety issues which are noted during the IV visit should be reported to the head teacher to action as appropriate.

- The outcomes and any actions resulting from internal verification / moderation are normally followed up and resolved in the Switched 2 weekly meetings or in the standardisation meetings, held 3 times per year, across all studies. As a result of these actions a Centre Standardisation Participant Form SF1 is completed by the assessment team sampling other area portfolios *(Appendix 4)* and all re-occurring issues are brought forward to the programme Internal Verifier. As a result of this a Centre Standardisation Summary form is completed by the Internal Verifiers and Lead Internal Verifier (*Appendix 5).* These are then fed back to the External Verifier to feed back to a range of external verifiers at the Awarded Bodies Standardisation meetings.

- Where appropriate, appeals will be recorded and forwarded on to the External Verifier, in line with Awarding Body requirements.

SAMPLING STRATEGY

1) Every Assessor must be observed against every scheme (NVQ) that they assess or once every academic year but within 4 weeks of the start date regardless of experience.

2) Based upon this visit the IV will then make adjustments to the IV sampling plan as necessary based on the needs of the assessors involved in the scheme which may be based upon evidence found and / or experience of assessor.

3) At this first visit opportunity should be taken to sample portfolios and interview candidates.

PROCEDURE FLOW CHART

Lead Internal Verifier to check enrolments against Awarding Body registrations and receive a copy of the RAC forms.

↓

Pre-Course verification completed by programme IV and assessment team**. (Appendix 4)**

↓

Once approval given from the pre-course verification on the assessment activities, these can be planned with the assessment teams and carried out with the learners.

PROCEDURE FLOW CHART (continued)

Programme IV to produce a sampling for each course **(Appendix 2)**.

⬇

Internal Verification to be carried out by the named IV for that programme **(See Appendix 1)**
Assessment teams to hand all sampling plan units by the due date.
All other units are to be handed in to programme IV to file away for external Verification.

⬇

All IV'd units and completed units by assessment teams are handed to the Approved Internal Verifier.
Random sampling is completed by the Approved IV once received a full cohort and recorded on the approved IV tracking. Minimum of 20% for each course.

⬇

End of course lead IV to check registrations against RAC's, this to be done with programme IV for final sign off and check.

⬇

Appendix 1

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┌─────────────────────────────────────┐
│            Head teacher             │
│                                     │
│           Andrew Coates             │
└─────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────┐
│         Internal Verifiers          │
│           Andrew Coates             │
│           Susie Lambert             │
│           Rebecca Coates            │
└─────────────────────────────────────┘
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Internal Verifier Outdoor Education Motor Vehicle Land based Studies Andrew Coates	Internal Verifier Hospitality Outdoor Education Susie Lambert	Internal Verifier Personal & Social skills Core Studies Rebecca Coates
Assessors Alan Kay Susie Lambert	**Assessors** Andrew Coates Michael Burnip	**Assessors** Andrew Coates Susie Lambert

Appendix 2

Internal Verification Plan:

The ……(*Course title*)………….Level…*(??)*…… comprises of ……*(??)*……. Units:

List of Units
- Unit 1
- Unit 2
- Unit 3
- Unit 4

Group		
Name	**Unit 1 dates**	**Unit 2 dates**

Andrew Coates
Programme Internal Verifier

Appendix 3

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Open Awards IV Proforma
Hospitality/Outdoor Education/Motor Vehicle/Land Based Studies

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INTERNAL VERIFICATION SAMPLING FEEDBACK

Candidate name:		Assessor Name:	

Award/Cert/Dip:		Level:	

Internal Verifier:		Date:	

Qualification Title	

Unit	Methods / sources of evidence **OBS –** observation **W P –** work produce **OQ** – oral questioning **W T** – witness testimony **PF** – portfolio check **PD** – professional discussion *circle as appropriate*							Valid	Authentic	Sufficient	Relevant	Assessor Decision correct?	
												Yes	No
	OBS	WP	OQ	WT	PF	PD							
	OBS	WP	OQ	WT	PF	PD							
	OBS	WP	OQ	WT	PF	PD							
	OBS	WP	OQ	WT	PF	PD							
	OBS	WP	OQ	WT	PF	PD							
	OBS	WP	OQ	WT	PF	PD							

I.V. Feedback

IV signature: **Date:**

Assessor signature:

Action to be taken by Assessor: No.		Target Date:

Review of Assessor action points made above: No.		Done? Yes/No

Signed IV:		Date:	
Signed Assessor:		Date:	

Local Standardisation   Event date:
- Participant Feedback

Qualification / QCA Sector / Curriculum Area	
Unit Title:	
Unit Code:	
OCN Name:	
Centre Name:	

The purpose of this meeting is to:
1. ensure consistency in the application of level and credit across OCN provision and across assessors and verifiers within one centre,
2. compare the different assessment activities used across units and to ensure that these allow for the generation of appropriate assessment evidence,
3. share good practice and make recommendations for improvement,
4. reach and record a consensus on these issues.

Please give comprehensive responses which can be used by Tutor/Assessors and Verifiers to inform, develop and improve their practice.

Assessment Activities
Are the assignments/tasks used **appropriate** to the target group of learners, the level of the unit and the purpose of the programme?

                                                 Yes/No

Comments:

Are the assignments/tasks **accessible** to learners, using user-friendly language and avoiding unnecessary jargon?

                                                 Yes/No

Comments:

Are the assignments/tasks **transparent**, so that learners are clear on what is being asked of

them and how this relates to assessment criteria?   Yes/No

Comments:

Are the assignments/tasks **valid**; do they clearly measure the knowledge, understanding and/or skills that are set out in the unit of assessment?   Yes/No

Comments:

Are the assignments/tasks **inclusive**, so that no learner is excluded from the opportunity to achieve because of their particular background and/or experience?

Yes/No

Comments:

Are the assignments/tasks flexible enough to enable learners to generate a **diverse** range of evidence?

Yes/No

Comments:

Are the assignments/tasks clearly **mapped** against the unit so that all relevant assessment criteria are addressed?

Yes/No

Comments:

Feedback

Is the feedback from Tutor/Assessor to Learner **clear**, **focussed** (re assessment criteria) and **constructive**?

Yes/No

Comments:

Does Internal Verifier feedback help the Tutor/Assessor develop their practice? Yes/No

Comments:

Where available, does Sector Specialist feedback take the Delivery Team forward?   Yes/No

Comments:

Evidence of Achievement

Is the evidence **current**, reflecting up-to-date skills, knowledge and understanding?   Yes/No

Comments:

Is the evidence **authentic**, clearly reflecting the work of the individual learner?   Yes/No

Comments:

Is the evidence **adequate**, being detailed and complex enough to match the level of the unit? Yes/No

Comments:

Is the evidence **sufficient** – is there enough of it to show that all relevant assessment criteria have been met?

Yes/No

Comments:

Assessment Decisions

Do you agree with the Tutor/Assessor's decisions?   Yes/No

Comments:

QUALIFICATION units only:

Where achievement criteria exist, have they been correctly applied?   Yes/No

Comments:

Award of FULL QUALIFICATION:

Have all rules of combination been met?

Yes/No

Comments:

Have all other assessment requirements in the qualification guide been met?   Yes/No

Comments:

Good Practice / Other Issues

Please highlight any examples of good practice or any other issues:

Signed: _____   Date: _____

Print name: _____

Local Standardisation

Event date:

Qualification / QCA Sector / Curriculum Area	
OCN Name:	
Centre Name:	

- *Internal Verifier Summary*

Unit Titles:					
Unit Codes:					

ISSUES FOR THE CENTRE TO ADDRESS IN RELATION TO:

Assessment practice:

Internal verification practice:

Feedback processes:

Unit content, level and credit value:

Evidencing of achievement:

Assessment decisions:

ACTIONS FOR THE CENTRE:

Please detail any actions (including training) that need to be taken by the centre in the light of the above:

ISSUES TO BE TAKEN FORWARD TO REGIONAL STANDARDISATION IN RELATION TO:

Benchmark Assessments:

Content, level and credit value for Qualification Units:

Qualification Guides and Achievement Criteria if appropriate:

Good Practice / Other Issues

Please highlight any examples of good practice or other issues:

Signed: _____ Date: _____

Print name: _____