"Enabling Students to Accomplish their Academic Goal"

Internal Verification Policy

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1 Policy Statement

Internal Verification checks at Bellmont College ensure that the standards set by the awarding body are being maintained.

It is the process of monitoring assessment practice in order to ensure that assessment decisions meet the external standards.

Internal verification is therefore an important part of academic quality management and seeks to ensure all assessments:

- are at the correct academic level.
- assess the learning outcomes for the module (unit).
- are written in a way <u>which candidates will understand</u>.

Following submission and marking of assessments the policy:

- provides a check on the consistency, quality and fairness of marking, grading and overall assessment of a student's work.

This policy will also support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached. The need for further staff training may be identified.

2 Scope

This policy relates to all programmes of study delivered at Bellmont College.

Internal verification 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 assessment which contributes to the students' progression or final award will fall within the scope of this policy.

3 Responsibilities

All teaching staff have a responsibility to give full and active support for the policy by ensuring the policy is known, understood and implemented. Any questions should be directed to the Head of Quality of Bellmont College.

4 Process

- Internal verification must take place before assessment decisions are finalised and certification is requested from the awarding body

- Until External verification/moderation has taken place by the awarding body results are provisional and MAY ONLY be notified as such to students

- Appropriately qualified staff will carry out all internal verification

- Each programme of study will have identified members of staff who will verify or standardise the assessments for that particular programme

There are two distinct stages

    i.   **Before assessments are issued**
Draft assignments and mark/grading schemes must be submitted to the designated person for approval, who will complete and sign the IV form. (sample attached).

    ii.   **After assessments are issued and marked**
A report and audit trail of the sampling of the marking process produced for external verification.

Please note: In all cases the specific IV requirements of the awarding body must be followed and take precedence over college procedures.

5 Sampling

The number of assessments selected by the verifier will vary depending upon the cohort size, the range of marks or grades awarded, and the findings from the initial sample.

The verifier is required to sign that they have confidence that the grades/marks awarded are consistent, at the correct level and fair to the whole cohort.

An initial sample of 10% of the cohort should be selected providing in all cases the sample covers the range of grades/marks awarded with particular emphasis on any grade boundaries. The fail/pass boundary being particularly relevant.

- Any evidence that is produced must meet the requirements of the awarding bodies.

- The evidence must be recorded on awarding body documentation.

All assessed work, mark sheets, internal verifier's evidence must be:

- made available to the awarding body inspectors.
- filed for use as evidence for the college annual monitoring reports.

6 Forms

The four forms are adopted guides, which follow on the next 5 pages and will be used for all internal verification processes and procedures at Bellmont College.

INTERNAL VERIFICATION – ASSESSMENT DECISIONS

Award		Assessor	
Unit(s)			

Assignment title			
Learner's name			

List which assessment and grading criteria the assessor has awarded	Pass	Merit	Distinction

Do the assessment and grading criteria awarded match those targeted by the assignment brief?	Y/N	Details:	
Has the work been assessed accurately?	Y/N	Details:	
Is the feedback to the learner: ● Constructive? ● Linked to relevant grading criteria?	Y/N	Details:	

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● Identifying opportunities for improved performance? ● Agreeing actions?		
Does the grading decision need amending?	Y/N	Details:
Remedial action taken	Details:	

		Date	
Internal Verifier		**Date**	
Lead Internal Verifier (if required)		**Date**	
Confirm Action completed		**Date**	
Assessor signature		**Date**	
Internal Verifier signature		**Date**	

INTERNAL VERIFICATION – ASSIGNMENT BRIEFS

Award	
Unit	
Assessor	

INTERNAL VERIFIER CHECKLIST		Comments
Are accurate programme details shown?	Y/N*	
Are accurate unit details shown?	Y/N*	
Are clear deadlines for assessment given?	Y/N*	
Is this assignment for whole or part of a unit?	W/P	
Are the Assessment and Grading Criteria to be addressed listed?	Y/N*	
Does each task show which criteria are being addressed?	Y/N*	
Are these criteria actually addressed by the tasks?	Y/N*	

Is it clear what evidence the learner needs to generate?	Y/N*	
Are the activities appropriate?	Y/N*	
Is there a scenario or vocational context?	Y/N*	
Is the language and presentation appropriate?	Y/N*	
Is the timescale for the assignment appropriate?	Y/N*	
Overall, is the assignment fit for purpose?	Y/N*	
*If 'No' is recorded and the Internal Verifier recommends remedial action before the brief is issued, the Assessor and the Internal Verifier should confirm that the action has been undertaken		
Internal Verifier		**Date**
Lead Internal Verifier (if required)		**Date**

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Action required:			
Action taken:			
Assessor			
Signature		Date	
Internal Verifier			
Signature		Date	

Example template IV Sampling Plan

Programme name		NQF/QCF level	
Internal Verifier			

Unit title	Learning outcome	Assessor	Internal Verifier	Assignment brief		Assessment decisions	
				Done (Y/N)	Date	Done (Y/N)	Date
	1						
	2						
	3						
	4						
	5						
	6						
Unit title	Learning outcome	Assessor	Internal Verifier	Assignment brief		Assessment decisions	
				Done (Y/N)	Date	Done (Y/N)	Date
	1						
	2						
	3						
	4						
	5						
	6						
Unit title	Learning outcome	Assessor	Internal Verifier	Assignment brief		Assessment decisions	
				Done (Y/N)	Date	Done (Y/N)	Date
	1						
	2						
	3						
	4						

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Example internal verification/review document

Sampling plan for assignments and assessment decisions

Programme name		level		Internal Verifier	

Unit	Assessor name	Learners														
1																
2																
3																
4																
5																
6																
7																
8																

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Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2023	EWW	New Document	Advisory Board	October 2024
2	February 2024	EWW	Revised no updates or changes made	Advisory Board	October 2024
3	October 2024	EWW	Revised Document	Advisory Board	October 2025

Document context

This document relates to:

Document/Policy	Date/version
Bellmont College Quality Assurance Handbook	October 2024 v3
Bellmont College Student Handbook	October 2024 v3
Bellmont College Academic Integrity and Misconduct Policy	October 2024 v3
Bellmont College Academic Appeal Policy	October 2024 v4