



IFIELD SCHOOL

Internal Verification Policy

Date: November 2022

Review Date: November 2024

DATE	Amendments		Page
03/11/2022	Added Logo's to Front Cover	RT	Cover
03/11/2022	Reordered Signatures at bottom of Policy to follow signing process	MAJ	6

Internal Verification Policy

The Policy's Purpose

To ensure that all qualifications follow a system of quality assurance which demonstrate Ifield School's commitment to a fair, consistent and reliable process in accordance with the awarding body regulations.

Internal verification ensures that candidates receive an equal access to assessment, which is free from discrimination and is made by well-informed and well-supported assessors. It also ensures that the standard of assessment remains consistent across time and candidates with respect to individual assessors and that there is consistency and standardisation between assessors.

Staff Roles

Role of Centre Assessors

- To carry out the internal assessments within school
- Ensure all assessments are planned in accordance with awarding body regulations
- Ensure all assessments are recorded and processed using the correct awarding body forms
- Keep detailed plans and records for all activities
- Ensure the validity and authenticity of candidate evidence
- Participate in the internal standardisation process within school.

Role of the Internal Verifier (IV)

To follow the process of internal verification, a nominated member of staff will be deployed as the IV.

The role of the IV is to:

- Organise an annual schedule for internal verification and standardisation within the school
- Carry out and evaluate the internal assessment system within the school
- Provide support and advice to centre assessors
- Ensure all assessments marked by centre assessors are in line with the required standards by the awarding body
- Ensure all assessments are fair, valid and reliable
- Organise regular standardisation meetings for centre assessors
- Ensure all administrative and recording arrangements meet external audit requirements
- Record evidence of meetings and sampling of assessments
- Provide feedback to centre assessors
- Meet with any Standards Verifier (SV) from awarding bodies. Their role is to:
 - Check our marking practice and procedures through sampling
 - Check our internal verification procedures

- Review our assessment records and reports
- Inform the school of any areas of weakness and how to improve
- Provide advice and information throughout the year.

Standardisation

This is the process whereby it is ensured that all assessments made by centre assessors are marked to the same standards and in line with awarding body regulations. Standardisation can be undertaken by the IV or any of the centre assessors.

Standardisation can cover any part of the assessment process such as:

- Completing assessments forms
- How to follow the marking scheme for a particular qualification
- What evidence is used as part of the assessment process
- Comparing different centre assessors delivering the same qualification/unit.

The delivery of the standardisation process will depend upon the experience of the centre assessors. If they are new and inexperienced, then more regular standardisation meetings may be held. However, the annual schedule for internal verification and standardisation within the school will take this into account.

It is important to ensure that accurate records of standardisation are kept securely within school. These can be requested during any visit to the school by an external verifier or awarding body representative (see Appendices 1 and 2).

Sampling of assessments

The IV is responsible for ensuring that samples of assessments across the qualifications in school are internally verified. The size of the sample depends upon the qualification being delivered and the number of centre assessors for that particular qualification. As a rule of thumb, this is usually 25% of all assessments.

The IV must ensure that the sampling strategy:

- Checks the candidates' work against the set assessment criteria
- Checks that evidence is valid, sufficient, authentic and consistent
- Ensures that they do not verify any evidence that they have personally assessed.

Any inconsistency in marking or judgments will be immediately reported to the assessor. The candidate's work will then need to be reassessed in line with the set standards.

Any sampling activity must be recorded and kept secure for verification purposes.

Recording verification activity

For some awarding bodies, their own Internal Verification forms or sampling reports will need to be completed and sent to them. The Exams Officer will liaise with the IV to ensure these are completed and submitted to them by the required deadline. They will also liaise together to ensure that any meetings with external Standards Verifiers (SVs) are booked in at the appropriate time.

Security

Records of all assessments and internal verification activity must be kept secure and be made available only to appropriate personnel and for external verification purposes.

Awarding body requirements

All necessary information, portfolios of evidence, candidate records and internal verification records must be made available to the external Standard Verifier (SV). Any awarding body requirements must be met before, during and after the visit. This includes retention of documents for the minimum period required by the awarding body.

Single Equalities Scheme Impact Assessment (Equalities Act 2010)

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the school.

Ifield School is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school.

This policy is to be reviewed by the Teaching, Learning and Assessment Committee.

Signed by Headteacher:

Signed by Chair of Teaching, Learning and Assessment Committee:

Signed by Chair of Governors:



Standardisation Meeting Meetings

Date of Meeting:

Attendees:

Apologies:

Minutes of meeting

Item	Action



Internal Standardisation Feedback Form

Qualification:	
Unit:	
Assessor name:	
Staff member carrying out Internal Standardisation:	
Date:	

Candidate	Comments	Feedback to Assessor

Action points if necessary:

Signature of Assessor Date

Signature of staff member Date
 carrying out Internal Standardisation