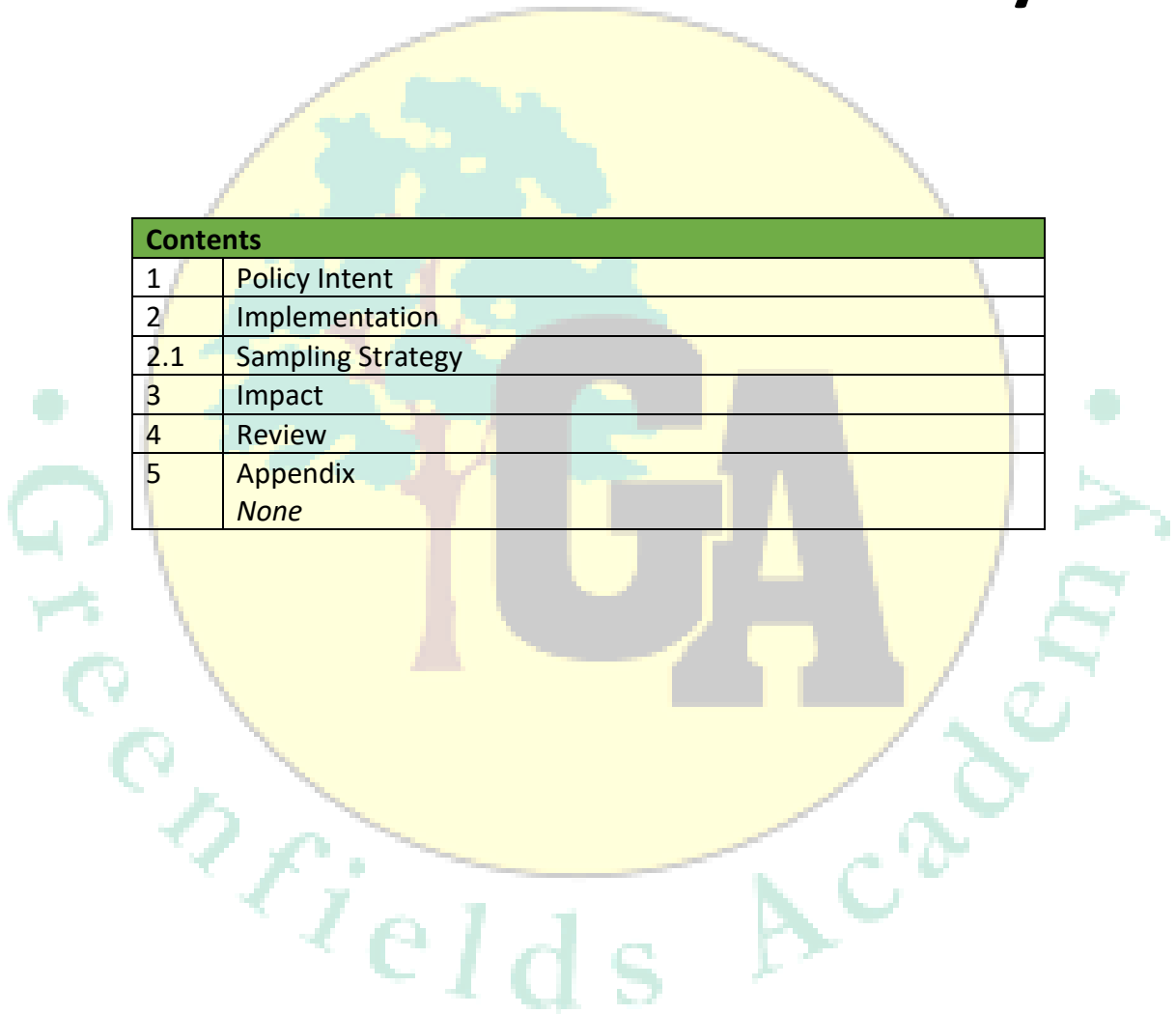


# Quality of Education

## Internal Verification Policy

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## 1.0 Intent

Greenfields Academy understands that using internal verification as an internal audit process ensures accuracy and consistency across an assessment programme. The academy is committed to ensuring that assessments are carried out in an accurate and fair manner and that students are assessed and marked at a level consistent with awarding body expectations and to national standards.

Policy Aims:

- Promote quality, consistency and fairness throughout an assessment programme in conjunction with the duties of the Exams Officer.
- Define roles and responsibilities within the internal verification process.
- Provide support for assessment and verification personnel.
- Ensure the quality assurance of the outcomes of assessment in line with awarding body and national requirements.

## 2.0 Implementation

There are two key roles in the IV process: Lead Internal Verifier and Assessor. The academy will ensure there is an accredited Lead Internal Verifier. The Lead Internal Verifier will ensure that the IV process is valid, reliable and covers all assessors and course activity. The Lead Internal Verifier will oversee an effective IV system of assessment which is transparent, fair, free from bias and aligned with awarding body requirements. All decisions are to be recorded accurately and stored safely.

Responsibilities of the Lead Internal Verifier:

- Maintain a robust and rigorous IV procedure
- Verify all assignment briefs before publication to students
- Verify the chosen assessment programme
- Sample student work, both formative and summative
- Conduct standardisation procedures
- Supporting the continuous professional development of staff and the sharing of good practice
- Ensure decisions made by assessors on student work are accurate and meet both unit evidence requirements and national standards
- Ensure that students are provided with assignments briefs that are fit for purpose to enable them to produce appropriate evidence for assessment.
- Ensure all students receive appropriate formative and summative feedback
- Comply with the external quality assurance procedures of awarding bodies and all requirements of the Exams Officer.

Responsibilities of the Assessor:

- Ensure students understand what is expected of them, what is to be assessed and how it is to be assessed
- Ensure conditions and materials required for assessment are available
- Formally assess students' evidence using the published assessment and grading criteria
- Ensure all grades and feedback are recorded and tracked appropriately
- Ensure assessment evidence is stored appropriately
- Authenticate evidence provided by students
- Provide formative and summative feedback appropriate to stated aims and awarding body assessment and grading criteria
- Return all completed student work marked in accordance with the academy's Marking & Feedback policy
- Know who will act as Lead Internal Verifier and positively engage in the IV process
- Engage with sector developments and CPD programme.

All Assessors are involved in the Internal verification process

### 2.1 Internal verification sampling procedure

This procedure is for guidance and will be compulsory only when the IV process identifies a failure to meet minimum acceptable standards. The academy will be vigilant regarding internal verification and, where malpractice occurs, it will be dealt with in an open and fair manner. Assessments at the academy take place at various points throughout the academic year for all units. Students are assessed by a Lead Assessor and other assessors (if required), in accordance with the Marking & Feedback policy, for the particular unit or units they are aiming to achieve. It is academy policy to sample every unit, assessor, a range of achievement, and a range of work from every assessment. This process is as follows:

1. Lead Internal Verifier designs an Internal Verification Planner, which clearly maps out all assessments being taken and the size of the sample to be verified. The Lead Internal Verifier will then arrange for sampling to be undertaken, in good time prior to feedback being released to students.
2. Marking and Feedback training is delivered at the start of each term for all markers and covers grading criteria, assessment feedback, standardisation and assessment protocol. Examples of good and poor marking practice are used to inform training.
3. All live performance or practical-based assessments are recorded for internal verification or standards verification purposes.
4. Internal verification documentation is stored by the Lead Internal Verifier. Examples of completed verification/moderation documentation, IV report and meeting minutes are archived and submitted to the awarding body as required through the External Quality Assurance process.
5. All candidate assessment records, records of internal verification activity (including records of meetings) and records of certificates claimed, must be retained for three years and made available to the regulatory authorities upon request. Samples (copies) of learner's work must be retained for three years including the current year

### 3.0 Impact

This method of verifying allows assessors to work in conjunction with the lead internal verifier and exams officer to ensure pupils are on course to achieve accredited qualifications and supports the school's Assessment, Marking & Feedback strategy.

The process is used to prepare the assessor for an external quality assurer who will be able to ensure that assessment and internal quality assurance activities (IQA) have been conducted in a consistent, safe and fair manner.

Pupils are supported to achieve their accredited outcomes and enable effective post-16 transition.

Pupils likelihood to become 'Not in Education Employment or Training' at post-16 is reduced.

### 4.0 Review

Date Written: November 2022  
Reviewed: October 2023  
Next Review Date: October 2024

**END**