

Quality of Education

Internal Verification Policy

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1.0 Intent

At Greenfields Academy, internal verification acts as an internal audit process to ensure accuracy and consistency across all assessment programmes. We are committed to carrying out assessments in a fair and transparent way, ensuring that marking aligns with awarding body expectations and national standards.

Policy Aims:

- Promote quality, consistency, and fairness across all assessments in line with the duties of the Exams Officer.
- Define clear roles and responsibilities within the internal verification process.
- Provide support for assessment and verification staff.
- Guarantee quality assurance of assessment outcomes in line with awarding body and national requirements.

Accountability

Overall accountability for the integrity of assessment and verification lies with the Head of Centre, supported by the Exams Officer and Lead Internal Verifier.

2.0 Implementation

There are two key roles in the Internal Verification (IV) process: Lead Internal Verifier and Assessor. The academy will ensure there is an accredited Lead Internal Verifier. This role ensures the process is valid, reliable, fair, and fully compliant with awarding body requirements. All decisions will be accurately recorded and securely stored.

Responsibilities of the Lead Internal Verifier:

- Maintain a rigorous IV procedure.
- Verify all assignment briefs before publication to students.
- Approve the chosen assessment programme.
- Sample student work (formative and summative).
- Lead standardisation procedures.
- Support staff CPD and share best practice.
- Ensure assessor decisions meet unit evidence requirements and national standards.
- Ensure all assignment briefs are fit for purpose.
- Guarantee that students receive clear, constructive formative and summative feedback.
- Comply with all awarding body and Exams Officer requirements.

Responsibilities of the Assessor:

- Ensure students understand what will be assessed and how.
- Provide appropriate assessment conditions and materials.
- Assess evidence using published criteria.
- Record and track grades and feedback accurately.
- Store assessment evidence appropriately.
- Authenticate evidence provided by students.
- Provide formative and summative feedback in line with awarding body criteria.
- Return work in accordance with the academy's Marking & Feedback Policy.
- Engage with the IV process and ongoing CPD.

All assessors contribute to the Internal Verification process.

2.1 Internal verification sampling procedure

Internal verification sampling is compulsory where the process identifies any failure to meet required standards.

- Every unit, assessor, a range of achievements, and a range of work will be sampled.
- The Lead Internal Verifier designs an IV Planner, mapping assessments and sample sizes. Sampling occurs before feedback is released to students.
- Marking and feedback training is delivered each term to ensure consistency and quality.
- Live performance or practical-based assessments are recorded for verification purposes.
- All IV documentation, reports, and meeting minutes are securely stored and, where required, submitted to the awarding body.
- Assessment and verification records (including student samples) are retained for three years and made available to regulatory authorities if requested.

3.0 Impact

This process ensures:

- Consistent, fair, and accurate assessments.
- Effective preparation for external quality assurance.
- Strong support for pupils to achieve accredited outcomes and make smooth post-16 transitions.
- Reduced risk of pupils becoming 'Not in Education, Employment or Training' (NEET).

4.0 Compliance & Safeguards

Equality, Diversity & Inclusion

Greenfields Academy is committed to ensuring that assessment and verification processes are accessible, fair, and inclusive. All students are provided with equal opportunities to demonstrate achievement. Reasonable adjustments are made in line with awarding body requirements to support students with additional needs.

Malpractice and Appeals

Where assessment malpractice is suspected, or where a student wishes to appeal an assessment decision, the academy will follow its published Malpractice Policy and Appeals Policy. All procedures will be transparent, fair, and in accordance with awarding body guidance.

Data Protection and GDPR

All assessment records, verification records, and learner work are securely stored in accordance with GDPR requirements. Both digital and paper-based records are protected to ensure confidentiality and are retained for three years, including the current year, before safe disposal. Access to assessment records is restricted to authorised personnel only.

Staff Training and Professional Development

All assessors and verifiers will receive annual training and standardisation to ensure consistency and

accuracy of assessment decisions. Continuous professional development is encouraged to maintain high standards of teaching, assessment, and verification practice.

Regulatory Compliance

This policy is reviewed annually and updated in line with any changes to Ofqual, JCQ, or awarding body requirements to ensure continued compliance and best practice.

5.0 Review

Date Written: October 2023

Reviewed: September 2025

Next Review Date: October 2026

END

