

Access to Higher Education Policies & Procedures

Last edited: 20th September 2022

Next review is due: December 2022

General Statement of the Policy

The role of Internal Verifier at TheWRD will be under the remit of the Creative Entrepreneurship Course Leader.

The Lead IV will ensure that the IV process is valid, reliable and covers all assessors and course activity. The Lead IV will oversee an effective internal verification system which is open, fair and free from bias and is aligned with awarding body requirements. All decisions are to be recorded accurately and stored safely.

Please see Separate IV Process Document.

The Internal Verifier is responsible for:

- Maintaining a robust and rigorous internal verification procedure
- Maintaining accurate and detailed records of assessment decisions
- Ensuring no conflict of interest exists between the marker/moderator and the student
- Developing assessment procedures that will minimise the opportunity for malpractice
- Ensuring decisions made by assessors on work is accurate and meet unit evidence requirements and national standards
- Ensuring there is an accurate and detailed record of assessment decisions
- Ensuring that assessment decisions are impartial, valid and reliable
- Ensuring that learners are provided with assignments that are fit for purpose to enable them to produce appropriate evidence for assessment
- Ensuring students work shows evidence of assessment and summative feedback
- Providing samples for Standards Verification as required by the awarding body
- Ensuring that the sample of assessment decisions is IV'd covering:
 - every unit
 - every assessor
 - a range of learner achievement
 - a range of work from every assessment or a range of work from every site

The Assessor is responsible for:

- Ensuring students understand what is expected of them, what is to be assessed and how it is to be assessed.
- Ensuring conditions and materials required for assessment are available.
- Assessing learners' evidence using only the published assessment and grading criteria.
- Authenticating evidence the learner provides.
- Identifying gaps or shortfall in the student's competence in feedback.
- Ensuring all grades and feedback are recorded on authorised feedback paperwork with the specific detail required for the assessment.
- Returning all completed marked work to the Exams Officer on completion.
- Cap learner achievement at PASS if work is submitted late without approved mitigating circumstances claim.
- Be aware that additional opportunities to resubmit work are at the discretion of the Head of Education and/or Lead IV.
- Knowing who will act as Lead Internal Verifier.

TheWRD 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.

Internal verification sampling procedure

This procedure is for guidance and will be seen as compulsory only when an area is identified as not meeting minimum acceptable standards arising from internal verification. TheWRD will be vigilant regarding internal verification and where malpractice occurs it must be dealt with in an open and fair manner.

TheWRD FE examinations are carried out at various points throughout the year, on varying units. Students are assessed by a Lead Assessor and other assessors (if required) for the particular unit or units they are aiming to achieve. It is TheWRD policy to sample every unit, assessor, a range of achievement, a range of work from every assessment and every site. This process is as follows:

1. TheWRD 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 IV will then arrange for sampling to be undertaken by the internal verification team, in good time prior to feedback being issued to students. All assignment briefs are internally verified in advance of being issued to students.

2. A marking workshop is delivered at the start of each year for all markers, to cover grading criteria, assessment feedback and assessment protocol. Examples of good and poor marking practice are used to inform training. Training materials, including videos, are also available to access on the TheWRD VLE.
3. All live performance or practical-based assessments are recorded by video, for internal verification or standards verification purposes.
4. The Lead IV will ensure timely meetings with the IV team are scheduled and minuted. All IV documentation is stored by the Lead IV on the server and is to be tabled at any Award Board or Education Management Committee meeting. Examples of completed verification/moderation documentation, IV report and meeting minutes are available on the server for inspection.