
Internal verification policy for Entry Level

Adult Literacy and Numeracy and ESOL

Aims

A) Internal Verification - Aims:

- To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- To ensure that the internal verification procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, the centre will:

- Ensure that all centre assessment instruments are verified as fit for purpose.
- Verify an appropriately structured sample of assessor work from all programmes, sites and teams, to ensure centre programmes conform to national standard requirements.
- Plan an annual internal verification schedule.
- Define, maintain, and support effective internal verification roles.
- Ensure that identified staff will maintain secure records of all internal verification activity.
- Brief and train staff of the requirements for current internal verification procedures.
- Promote internal verification as a developmental process between staff.
- Provide standardised internal verification documentation
- Use the outcome of internal verification to enhance future assessment

B) Roles

The Assessor: The role of the Assessor is to

- Manage the system of assessment from assessment planning, through to marking and recording assessment decisions, as required by the awarding body.
- Maintain accurate and verifiable candidate assessment and achievement records, as required by the awarding body.

The Internal Verifier: The role of the Internal Verifier is to

- Regularly sample evidence of assessment decisions made by all assessors across all programmes within the centre. Sampling must include some (speaking and listening) direct observation of assessment practice. **See Verifying Assessment (C).**

- Establish procedures to develop a common interpretation of the test requirements between assessors.
- Monitor and support the work of assessors within the centre.
- Maintain up-to-date records of internal verification and sampling activity and ensure that these are available for the external verification aspects of the assessment, in order to monitor and ensure consistency in the interpretation and application of standards.
- Facilitate appropriate staff development and training for assessors.
- Provide feedback to the external verifier of the effectiveness of assessment ensuring that any corrective actions as required by the awarding body are implemented within agreed timescales.

Internal verifiers must not verify evidence that they have assessed.

C) Verifying Assessment

- Internal verification to take place based on a sample of candidate performances. This must represent a wide range of achievement, including those attracting highest, average and lowest marks. Consistency is imperative and a minimum of two candidates per mode per level for each assessor must be sampled.
- If there is reason for concern the sample must be increased.
- A separate Pass List and External Verifier Sampling Report must be completed for each assessor.
- Monitoring assessment practice is necessary to ensure that National Standards of assessment is adhered to by all assessors; problems/areas are identified where assessors require advice/development and ensures that candidates are aware of, and satisfied with, the assessment process.
- Standardisation must take place when there is more than one assessor. The Internal Verifier will complete a standardisation review by collating copies of evidence presented for unit accreditation and ask each assessor to make a decision based on what is in front of them.
- Internal verification exercises should be repeated at intervals to ensure that messages are reinforced.
- Procedures to be put in place that will provide ongoing feedback to assessors.

This policy is reviewed annually, last reviewed October 2010