



## Action Community Enterprises CIC (ACE)

# Internal Verification Policy and Procedures



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### Action Community Enterprises CIC

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## **Internal Verification Policy and Procedures**

### **Policy Aim**

- To ensure there is an accredited Lead Internal Verifier in each principal subject area.
- 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.

To be compliant with the Internal Verification Policy aims ACE will ensure that:

- Where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area, is registered with the Awarding Body and has undergone the necessary standardization processes.
- Each Lead Internal Verifier oversees effective Internal Verification systems in their subject area.
- Staff are briefed and trained in the requirements for current Internal Verification procedures.
- Effective Internal Verification roles are defined, maintained and supported.
- Internal Verification is promoted as a developmental process between staff.
- Standardised Internal Verification documentation is provided and used.
- All assessment instruments are verified as fit for purpose.
- An annual Internal Verification schedule, linked to assessment plans, is in place.
- An appropriately structured sample of assessment from all programmes, units, sites and Assessors is Internally Verified, to ensure centre programmes conform to national standards.
- Secure records of all Internal Verification activity are maintained.
- The outcome of Internal Verification is used to enhance future assessment practice.

### **Procedures**

#### **Purpose and Scope**

That assessment is accurate, consistent, current, timely, valid, authentic and to Awarding Body standards.

- To ensure any IV activity that is conducted is carried out using staff and learner work from both sites. Although ACE runs over two sites for the purpose of any IV activity Ace will act as one organisation.
- That the assessment instruments are fit for purpose.

- To assure the assessment of all programmes delivered by ACE.
- To be part of an audit trail of learner achievement records
- To provide feedback to inform ACE quality improvement.

Internal Verification (IV) is split into four main sections – sampling, standardisation, monitoring and the development and support of assessors.

#### **IV Sampling Strategy**

Internal Verifiers will implement the following sampling strategy. Sampling will include:

- All assessors over a 12 month period
- All units for the validity of assessment decisions for each assessor over a 12 month period including Mandatory and Optional units
- The full range of age, gender, new starters, mid-term and well established learners
- The full range of evidence and assessment methods
- The first countersigned decision from each unit
- Interim and summative assessment decisions – Internal Verification will not be an “end” process.

Newly qualified and/or recruited assessors will be more frequently sampled until the Internal Verifier has confirmed effectiveness, reliability and quality of assessment decisions and practice.

#### **Standardisation of Assessment Judgements**

The Internal Verifier is responsible for ensuring the standardisation of assessment judgements and will:

- Ensure that written feedback to assessors contributes on an ongoing basis to the standardisation of assessment decisions
- Plan and implement standardisation meetings with all assessors.

Internal Verifiers must ensure that standardisation meetings:

- Focus on any revisions to the standards and how they differ from old standards, areas identified through monitoring where evidence has been difficult to generate, or where monitoring suggests that assessors are taking different approaches.
- Focus on validity, sufficiency, currency, and authenticity of the evidence reviewed at the meetings – use actual learners portfolios/evidence; and
- Develop a supportive, non-threatening environment where assessors are willing to share issues and concerns in order to ensure that each assessor makes valid assessment decisions.

## **Monitoring Assessment Practice**

The Internal Verifier will monitor the assessment process and will:

- Ensure that there is a clear and accurate audit trail of the IV and assessment processes relating to each learner incorporated within the IV and assessors records as well as the portfolio itself
- Observe at least one assessment for each assessor annually as a minimum. The level of observation may increase depending on changes in assessor experience, learner group, award standards, and internal procedures. All observations will be recorded.

## **Development and support of assessors**

All assessors will take part in regular CPD which is provided in 3 main areas:

- Teaching and learning
- Subject specific
- Safeguarding

The IV will give regular feedback to assessors regarding their assessment practice and the outcome of any monitoring or sampling.

All new assessors not holding the necessary assessment qualification will be required to work towards their assessment award within the first year of their employment and they will be provided with all the necessary support to enable them to achieve their qualification.

## **Internal Verification Records**

Records will be kept securely for 3 years after certification.

## **Complaints and Appeals procedure.**

For this process please refer to the Complaints Procedure.

## **External verification (EV) / certification.**

All IV's must ensure that all presented portfolios for external verification and certification meet all the requirements of the awarding body.

All IV's must contribute to EV visits and ensure that all action points are addressed by the agreed target dates.

All IV's are encouraged to use the EV for guidance and support on the standards through the lead IV.

## **Contributing to the quality assurance process.**

All assessors must complete all their assessment records in accordance with this strategy and the awarding body specifications within a realistic time frame.

All assessors must attend at least 2 team meetings a year and mandatory standardisation meetings at least 3 times a year.

**Submissions for Internal verification**

- It is the responsibility of learners to submit evidence for assessments.
- It is the responsibility of the assessor to submit assessed qualifications/awards for internal verification and to ensure that all documentation has been completed.