Internal Verification for Vocationally Qualifications

Requirements for an Internal Verification (IV) System

- An IV system should:
  - Conform to a centre wide system
  - Be systematically managed by the centre
  - Be carried out in a timely way
  - Be monitored to resolve assessment issues and inform continuous improvement
  - Be supportive and not threatening to develop a team approach

Good Practice

- The process should be:
    - Accurate and consistent
    - Across teams and assessors
    - Completed systematically
    - Made available with an adequate audit trail
    - Completed fully, accurately and on time
    - Perceived as a tool to encourage continuous improvement
    - Used as an IV forum to disseminate good practice and embed IV at programme level

Internal Verifier Role

- An IV should have the confidence/expertise to criticise assignment briefs and assessment decisions to support good practice

- The IV should carry out the following:

- Internal verification of assignment briefs and assessment decisions

  - Check that quality feedback is given to learners

  - Ensure every assessor is sampled over time

  - Ensure standardised documentation is used

  - Support/training for assessors

- IV objective – to improve programme over time

IV Assignment Briefs

- Internally verify assignments briefs before issue to the learner:
    - Tasks and evidence should allow the learner to address the targeted criteria
    - Language and level should be appropriate
    - Learner roles and tasks should be vocationally relevant
- Check any recommendations are actioned
- Sign and date all paperwork
- Keep records – audit trail

Standardising Assessment Decisions

- When to do it:
    - If more than one assessor on same unit
    - More than one team/site
    - New assessor
    - New standards
    - Issues following external verification

IV Assessment Decisions

- Internal verification schedule

- Formative sampling

- Summative sampling

- Sign and date all paperwork

- Keep records secure in "Quality files"

Resources

- Signposts to Quality
- Centre Handbooks
- Centre Guide to Assessment: Planning, Design and Delivery
- IV forms

Questions

Thank You