



Internal Verification Policy

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Author:	Quality Coordinator
Owner (if different from above):	Lead Internal Verifier
Compliance Measures:	1. Added Scope section. 2. Added Purpose section. 3. Added Policy Statement section. 4. Added Definitions section. 5. Added Roles and Responsibilities section. 6. Moved clauses 2.1 and 2.2 to Roles and Responsibilities. 7. Updated 8.2. 8. Replaced Centre with College throughout. 9. Updated 8.8 and 8.10; replaced Quality Manager with Programme Lead. 10. Added clause 3.11. 11. Updated Policy Details template: placed at the beginning only; added Approval Date.
Related Policies / Procedures	Assessment Policy Assessment Board Terms of Reference Reasonable Adjustment and Access to Fair Assessment Policy BTEC HN - Guide to External Examination (Awarding Body) BTEC HN - Guide to Quality Assurance (Awarding Body) Higher Nationals in Business specification (Awarding Body) BTEC Centre Guide to Internal Verification (Awarding Body, Levels 1-3)
Effective Date:	01/09/2025

1. Purpose

1.1 This policy sets out the College's approach to internal verification for assessment. It establishes a structured framework for planning, sampling, monitoring and standardising assessment practices across all programmes, levels assessment locations and assessors.

1.2 The policy aims to:

- ensure high quality delivery
- ensure the assessment and verification process is robust and fit for purpose
- provide a student-centred approach to assessment that provides adequate opportunities for learner to successfully achieve their qualifications
- identify and support staff development needs

2. Scope

2.1 This policy applies to all programmes delivered by the College that involve assessment and certification through an external Awarding Organisation including all higher education programmes. It covers internal verification activities across all levels, delivery sites and assessment methods.

2.2 The policy is applicable to:

- All assessors involved in delivering and assessing all qualifications
- Internal Verifiers, including Lead Internal Verifiers, involved in sampling, monitoring and supporting assessment processes
- Programme Leads responsible for the coordination and delivery of qualifications
- Staff involved in preparing for and responding to External Examiner visits
- Any staff responsible for managing candidate data, certification claims, or assessment records.

3. Policy Statement

The College requires all assessment decisions to be subject to internal verification to ensure accuracy, consistency and compliance with awarding requirements. Verification must be planned, documented and carried out across all programmes and delivery sites. Staff involved must be suitably trained and supported, with processes in place to maintain assessment standards and protect the integrity of certification.

4. Definitions

Internal Verification

The process of checking that assessment decisions are accurate, consistent and meet the requirements of the awarding organisation.

Assessor

A member of staff responsible for judging whether a learner has met the assessment criteria.

Internal Verifier (IV)

A member of staff who reviews assessment decisions, supports assessors and checks that procedures are being followed correctly.

Lead Internal Verifier (LIV)

The individual responsible for coordinating internal verification activity within a subject or programme area.

Sampling

Reviewing a selection of assessed work to confirm that assessment decisions are consistent and meet required standards.

Standardisation

A meeting or process where assessors agree a common understanding of assessment criteria and expectations.

VARCS

Criteria used to judge the quality of assessment evidence:

- **Valid:** relates to the assessment criteria
- **Authentic:** produced by the learner
- **Reliable:** reflects consistent performance
- **Current:** recent enough to be relevant
- **Sufficient:** meets all the required outcomes

Awarding Organisation

An external body that sets qualification standards and approves assessment and verification arrangements.

5. Roles and responsibilities

Role	Key Responsibilities
Principal	Authorises certification claims. Supports the Lead Internal Verifier. Acts as named contact for the External Examiner.
Quality Manager	oversees the internal verification process
Lead Internal Verifier	Coordinates verification processes. Advises on systems. Conducts self-assessment. Liaises with External Examiners. Shares updates with assessors.
Internal Verifier	The Internal Verifier is crucial to the Quality Assurance of the programme to ensure that it retains value and credibility nationally. This also means that the Internal Verifier is key to ensuring that student certification is an authentic achievement of national standards.

There are three main areas of the Internal Verifier role: -

Role	Key Responsibilities
	• Verification of assessments • Development and support for assessors • Management of programme quality
Programme Lead	Coordinates assessment delivery. Supports verification and assessor compliance.
Assessor	Delivers assessments. Ensures evidence meets VARCS. Provides feedback. Attends standardisation. Responds to IV actions.

6. Procedures

6.1 Verification of Assessment

6.1.1 The Internal Verifier should maintain focus on:

- Sampling assessments
- Monitoring assessment practice
- Standardising assessment judgments

6.1.2 Assessments are verified to ensure consistent and reliable assessment and internal verification decisions and to monitor the quality of assessment and highlight problems, trends and development needs of assessors.

6.1.3 Sampling assessments will involve reviewing the quality of Assessors' judgments at both interim and summative stages.

6.1.4 Interim sampling can include reviewing the candidate's work (a) before decisions have been made on any unit and (b) completed units. This will entail checking the progress review report given to candidates by Assessors. It will enable the Internal Verifier to evaluate the quality of formative guidance on assessment and the effectiveness of assessment planning.

6.1.5 Interim verification will highlight problems, thus avoiding the overturning of final decisions. It will also highlight individual Assessor needs for support or training. This develops the assessment team as a whole and affords the opportunity to identify and implement best practice.

6.1.6 Summative sampling should entail reviewing the quality of the assessment decision by evaluating the process followed by an Assessor in reaching that decision. The Internal Verifier must be able to follow an audit trail which clearly demonstrates that the Assessor has marked and assessed the evidence (in whatever format) and complies with the Awarding Organisation's Assessment Strategy and rules of evidence. This can include evidence gathered by portfolio, audio or video, or through alternative assessment methods. All evidence must be confirmed by the Assessor and Internal Verifier as VARCS:-

- Valid: relevant to standards and assessment criteria for which competence is claimed.

- Authentic: produced by the candidate.
- Reliable: accurately reflects the level of performance which has been consistently demonstrated by the candidate.
- Current: sufficiently recent to be confident that the same level of skill/understanding/knowledge exists at the time of claim.
- Sufficient: meets in full all requirements of the standards and the level of the qualification.

6.1.7 Interim Internal Verifier checks must be carried out regularly throughout the programme to ensure the consistency of assessments and the validity of evidence gathered. This affords the Internal Verifier the opportunity to monitor the work of the Assessors and their adherence to correct procedures.

6.1.8 Cross referencing of evidence must also be monitored to ascertain the Assessors understanding of relevant evidence which has been produced by candidates.

6.1.9 The Internal Verifier must record and report on all sampling undertaken in sufficient detail to be able to justify the decision made.

6.1.10 Reasonable Adjustments: The Internal Verifier must check that any reasonable adjustments provided for learners are properly recorded and meet the requirements of the College's Reasonable Adjustment and Access to Fair Assessment Policy. Adjustments must not affect the validity of the assessment. During sampling or observation, the Internal Verifier must confirm that adjustments were applied as agreed, did not compromise standards and were supported by appropriate evidence.

6.2 Verification Sampling Strategy

6.2.1 The Internal Verifier must produce and maintain a Sampling Plan. Assessment Plans will be required from Assessors to enable the Internal Verifier to do this accurately.

6.2.2 The size of the verification sampling must take into account whether or not the sample represents a sufficiently accurate picture of the quality of assessment to give confidence that those decisions not sampled also meet national standards. We are committed to sample learners' portfolios for each award, each unit, each assessment method, each level and for each assessor/tutor, following the CAMERA strategy:

- C candidates are representative of age, ethnicity, gender, disability, working patterns, etc.
- A assessors at different levels of experience.
- M methods of assessment, e.g. assignment, observation, professional discussion, reflective accounts, written questioning, work products, witness testimony, RPL.
- E evidence types, e.g. video, audio, written, photographic.
- R recording documents, e.g. assessment reports, observation forms, records of achievement, certification claims.
- A assessment locations/sites.

- 6.2.3 A common unit may be identified as a **standardisation unit**, and this will be sampled for all assessors. This will help to ensure that all assessors are making consistent assessment decisions and that there is no inconsistency among assessors. The standardisation unit can be changed if a problem unit has been identified and the level of sampling increased. This will be fully discussed in the standardisation meeting.
- 6.2.4 It is essential that the Internal Verifier samples assessment decisions of all Assessors. The frequency of the sampling can depend on the experience of the Assessors. As a guideline the internal verifier must sample **a minimum of 2 units** for experienced and qualified assessors and **a minimum of 3 units** for new and trainee assessors. The sample is at 30% and may vary if there is any need to do so. Some Awarding Organisations require all units to be sampled.

Category of assessor	Level 2 Units to sample	Level 3 Units to sample	Level 4 and 5 Units to sample
Trainee and new	Minimum of 3	Minimum of 3	Minimum of 3
Experienced	Minimum of 2	Minimum of 2	Minimum of 2

- 6.2.5 The Internal Verifier must sample the full range of assessment methods e.g. direct observation of performance, discussion/Q & A, assessment of portfolio evidence – products, Approved Prior Learning, witness testimony, reflective accounts, witness testimony, professional discussions, assessment of simulated exercises.
- 6.2.6 The Internal Verifier must produce Internal Verification Reports to monitor the Internal Verification strategy and quality of assessment.
- 6.2.7 It is imperative that the Internal Verifier understands the qualification thoroughly and the likely range and scope of assessment methods and evidence sources that can be used. Therefore, there will be regular standardisation of assessment and internal verification activities. All the minutes will be made available to the External Examiner upon request. As a guideline there will be at least two standardisation meetings per year. This will be more frequent for new programmes of where there have been problems or issues with assessment.
- 6.2.8 The Internal Verifier must also take into account the workload of Assessors so that the total sample fairly reflects the number of decisions being made by individual Assessors. A high ratio of candidates to Assessor may bring about assessment problems or a diminishing quality of assessment. This will be monitored through tracking.
- 6.2.9 Where the assessments are carried out by Assessors at a satellite location, the Internal Verifier must ensure the sample follows the same strategy as above and that a standardisation of assessments is maintained.

6.2.10 It is essential that both Assessors and the Internal Verifier knows the standards well and agree on their interpretation.

6.2.11 If standards are revised, it is possible that Assessors may be carrying out candidate assessments simultaneously on both sets of standards. This transitional phase must be monitored by the Internal Verifier and the sample increased accordingly.

6.3 Monitoring Assessment Practice

6.3.1 The aims of monitoring are:

- To ensure that national standards of assessment and Awarding Organisation requirements are adhered to by all assessors.
- To identify problems or areas where assessors require guidance and development. These areas may vary among assessors.
- To ensure that candidates are aware of and satisfied with the assessment process.

6.3.2 The Internal Verifier must observe Assessors in action giving an assessment and feedback to candidates. A review and evaluation of all aspects of an Assessor's performance must be undertaken, using Internal Verification reports and verbal feedback from the Internal Verifier to the Assessor. Internal Verifiers should encourage Assessors to reflect on and discuss their assessment practice, as well as giving constructive feedback.

6.3.3 All Assessors should be monitored on a regular basis whilst they are using a variety of assessment methods. The Internal Verifier should be aware of the safety, confidentiality, security implications and any additional organisational requirements that may be affected by his/her presence.

6.3.4 The quality and accuracy of assessment plans, as well as assessor records, should be included in the review. The Internal Verifier must also monitor assessing and interpersonal skills. This will allow identification of training/development needs and highlight good practice to share.

6.3.5 The monitoring process also allows the Internal Verifier the opportunity to liaise with candidates and ensure their assessment needs are being properly met. The internal verifier will interview candidates at random and this will be recorded. In particular, the Internal Verifier should check that the candidate: -

- knows which qualification they are working towards and with which Awarding Organisation
- knows where to find their registration details, including registration number/date and units/modules
- has a copy of the standards
- understands the assessment process
- knows what progress they have made towards achievement
- is aware of their right to unit certification

- understands their role in evidence generation, collection and cross-referencing
- has confidence in their Assessor
- understands the appeals process
- has no unmet current learning needs

6.3.6 The Internal Verifier must keep records of all the monitoring of assessment and verification practice undertaken.

6.4 Standardising Assessment Judgements

6.4.1 The aims of standardising are to:

- ensure that all assessors make consistent judgements on the same evidence base
- ensure that all candidates are assessed fairly
- maintain the integrity of the qualification
- share good practice
- discuss issues and find solutions together

6.4.2 Standardisation is an important part of the Internal Verifier's duties. Team meetings should be held on a regular basis and attendance should be monitored. These meetings ensure a common standard of decision making. Minutes of meetings will be recorded and a Standardisation Attendance Sheet included.

6.4.3 At standardisation meetings, assessors should be encouraged to raise any issues they feel have relevance to the assessment process.

6.4.4 All Assessors and Internal Verifiers are required to attend a minimum of two standardisation meetings per year.

6.5 Developing & Supporting Assessors

6.5.1 The Internal Verifier will give guidance and support, and monitor the continuing professional development of the team of Assessors. Continuous Professional Development Logs are completed quarterly and emailed to the Internal Verifier as well as shared via SharePoint, HR and the Quality Manager. This is particularly relevant:

- when an Assessor is new (to the team, College, or qualification)
- when standards change or guidance is revised
- following External Verifier visits
- meet external requirements

6.5.2 New assessors will receive an appropriately structured induction. This will take into account previous experience generally and/or with a particular suite of awards.

6.5.3 The Internal Verifier will ensure that Assessors have access to:-

- copies of all national standards they are to assess
- a set of all assessment records and templates (e.g. observation forms, assessment records, witness testimony forms)

- copies of the Academic Appeal Policy, Equal Opportunities and Diversity Policy, Malpractice and Maladministration Policy and other relevant organisational procedures.
- information about available candidate and assessor support
- information about the Awarding Organisation and External Verifier/Examiner
- information about candidates including existing achievement accreditation, special learning or assessment needs, workplace details including supervisor/manager and any other relevant information e.g. any time constraints, registration details.

6.5.4 The Internal Verifier will sample and monitor the assessments of a newly appointed Assessor (with or without certification) more frequently. This enables the Internal Verifier to identify any training/development needs.

6.5.5 The Internal Verifier will be able to produce evidence that identifies and addresses learning and development needs for each Assessor. This supports the CPD programme.

6.6 Managing the Quality of Course Delivery

6.6.1 The Lead Internal Verifier and the Programme Lead will have the responsibility for managing the quality of the delivery of the course. The Lead Internal Verifier advises on maintaining the required systems and processes to provide a link between the Awarding Organisation and other regulatory bodies.

6.6.2 The Internal Verifier will have access to accurate and to up-to-date information, including:

- Candidates' needs (additional or special learning/development, including technical aids or physical adaptations), extra support, unsocial hours assessment, etc.
- Location
- Current workload of assessors
- Candidate progress
- Potential new candidates
- Average timescales of different awards
- Assessor availability (current and projected)
- Achievement
- Attendance and engagement

6.6.3 The Internal Verifier will arrange regular meetings of the assessment and verification team which are to be attended by all available assessors and verifiers. Any unqualified IV will be countersigned.

6.6.4 A vital part of the Internal Verifier's duties are to ensure the effective management of resources. These include personnel and appropriate materials, equipment and facilities. This is to ensure the candidate has access to any requirements to complete their course.

- 6.6.5 The Internal Verifier role also encompasses assuring and ensuring quality standards in the delivery and assessment of course. This will involve organisational quality assurance procedures. The Lead Internal Verifier will also be responsible for carrying out the self-assessment review of the College's performance on a regular basis and will report this to the Quality Manager who compiles the College's SAR and QIP.
- 6.6.6 As the direct link between the College, the Awarding Organisation and other Regulatory Bodies, the Lead Internal Verifier must ensure that all information/guidance available is the latest and most up to date. This information is to be made available to all Assessors and Verifiers.
- 6.6.7 The External Examiner contact at the College will be the Lead Internal Verifier and the Principal who will have access to any information requested by the External Examiner. This can include:-
- number of current registered candidates per COURSE/level
 - candidate College enrolment and Awarding Body registration details
 - Assessor details – specifically CVs, Assessor qualifications,
 - development plans, workloads
 - candidate progress reviews and achievements, special assessment requirements
 - assessment records and plans
 - candidate support resources available
 - assessment sites
 - satellite sites (if applicable)
 - internal verification sampling strategy
 - internal verifier records including feedback to Assessors,
 - discussions with candidates
 - records of claims for certification
 - candidate evidence files/portfolios
- 6.6.8 Following an External Examiner visit, any “action plan” agreed will be maintained by the Programme Lead to ensure all actions are completed within the allotted time scale. This will be recorded in the External Examiner Action Plan Form and will be reviewed to monitor progress.
- 6.6.9 The Lead Verifier, Principal or the Programme Lead will authorise applications for certification to the relevant Awarding Organisation.
- 6.6.10 The Programme Lead will ensure the security of candidate files and their assessment records.