



## IV & EV Policy and Procedure

### Bespoke Professional Development and Training Ltd (BePro)

Last updated: August 2019

## 1. Purpose of Internal Verification

The purpose of internal verification is to ensure that the principles of assessment are met, in line with awarding body requirements.

Internal verification uses a range of processes to ensure that:

- Assessments generate sufficient evidence to allow candidates to demonstrate that they have met the required standards.
- All assessors are familiar with the awarding organisation's standards.
- Assessors reach accurate and consistent decisions for the same qualification for all candidates in Centre in line with awarding organisation requirements.

## 2. Internal Verifier Roles & Responsibilities

The role of an Internal Verifier is of paramount importance to the overall success, achievement and positive outcomes for any qualification. Assessors who deliver and make assessment decisions for candidates need support from their Internal Verifier.

The internal verification process is covered by four main areas:

- 2.1 Verify assessments
- 2.2 Advise and support assessors
- 2.3 Maintain records of assessment and internal verification
- 2.4 Preparing for external visits

### 2.1 Verify Assessments

Internal Verifiers are required to:

- Sample assessment evidence
- Verify assessment decisions
- Ensure that assessments meet the requirements of the awarding organisation.

#### 2.1.1 Assignment Verification: all qualifications

- Every assignment will be:
  - fit-for-purpose, i.e. addresses the assessment criteria required by the awarding organisation
  - based on the most recent specification
  - clear to students in exactly what they need to do
  - comply with awarding organisation requirements



### 2.1.2 Assessment Verification: all qualifications

- For each cohort of students a sample of assessed work will be verified by one or more internal verifiers using the procedures, form(s) and sample sizes required by the awarding organisation.
- The method of selecting the sample will be recorded and clearly accessible. The verification plan must ensure that each student's work is sampled at least once over the qualification.
- Assessment and Verification of the sample should be completed within four weeks of completion.
- Assessment Verification must be used to record:
  - verification of the assessment decision(s) taken by the assessor
  - supportive, constructive, developmental feedback to the assessor
  - examples of good assessment practice
- Internal Verifiers will organise the above procedures and report the outcomes to the team and to managers.

## 2.2 Advise and Support Assessors

Internal Verifiers are required to:

- Monitor and evaluate the effectiveness of the assessors
- Give advice and guidance
- Support/facilitate training for assessors where necessary
- Standardise the assessment process to ensure accuracy and consistency of standards in the assessment of units, across units over time.

Standardisation for qualifications taught across BePro (i.e. at different sites)

- An appropriate sample of assessment used at each location will be standardised, using a sample as required by the awarding organisation
- The sample will include assignments and assessment decisions from each unit, assessment decisions, method and assessor, from a range of students, and must also meet with any other requirements stipulated by the awarding organisation.

## 2.3 Maintain Records of Assessment and Internal Verification

Internal Verifiers are required to:

- Ensure that assessors use appropriate documentation and procedures correctly
- Ensure that documentation and systems are meeting regulatory and awarding organisation requirements
- Ensure that the records are stored securely and safely and for the times specified by an awarding organisation.
- Ensure that records are available for external audits and verification.



## 3 Course Management

### 3.1 Allocation of Internal Verifiers

- There will be at least one Internal Verifier for each qualification; large qualifications may require more and must meet awarding organisation requirements.
- Internal Verifiers must be qualified teachers with significant experience of teaching and assessing with the awarding organisation and/or the qualification.

### 3.2 Course Management and Staff Induction

- Before each run of the course begins, each qualification must have the required Internal Verifiers in place.
- Each teacher new to the qualification or the awarding organisation must have an induction that explains assessment, awarding organisation and BePro requirements and how these operate locally.
- Before each programme begins, each teacher must have:
  - a copy of the most recent awarding organisation specification and associated guidance documents
  - a Scheme of Work (SoW)
  - a copy of the appropriate awarding organisation assessment, verification and quality assurance regulations
  - all associated Centre policies and procedures, including this document
  - the opportunity to work towards the appropriate assessor and verifier qualifications.

#### Responding to Student Appeals on Assessment Procedures

BePro's Complaints and Appeals Procedure allows for learners to appeal against decisions made by the Centre in relation to assessment procedures. Please refer to this policy should there be an appeal relating to assessment procedures.

## 4. Review

This policy will be reviewed at intervals of 2 years to ensure it remains up to date and compliant with the law.

The policy was last updated August 2019 and is due for review August 2021.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.