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Internal Verification Guide & Templates

A guide for centres v1

Internal Verification Guidance

Each centre is required to safeguard the validity of its assessment decisions and assignment/project briefs by ensuring that it has a rigorous assessment and internal verification process which is clear and transparent. Suitable training must be made available to staff involved in the assessment process.

Internal verification must provide an independent check on the accuracy and consistency of the marks allocated by the original assessor(s) leading to a standardisation of assessment and grading decisions across all subject discipline, all assessors and creative practice.

All assessment evidence and records must be maintained that evidence the internal verification plan, discussions, decisions and supporting evidence and stored/saved in a secure place until all assessment and internal and external moderation is complete and the period for appeals has elapsed.

Student achievement must be tracked by centres throughout all units and assessment records and evidence made available to the External Moderators as required. Records must detail the dates and staff involved in all assessment and internal verification decisions.

The precise format of the assessment and verification methodology at any particular centre may vary according to circumstance but an internal verification plan must be in place. External Moderators are required to make professional judgements as to the effectiveness and rigour of each centre's assessment and internal verification methodology.
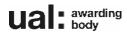
 Assessment judgements are made by relating evidence to published assessment criteria. Some examples of good practice are listed below.

- Initial assessment decisions are made by a team of staff to ensure breadth of judgement although the exact number of assessors will be dependent on the availability of staff and course size
- Assessment teams include staff from subject disciplines who have appropriate experience of the qualification and are adequately informed and supported to fulfil their responsibilities
- Internal verification verifies assessment decisions across all assessment teams and across a range of achievement to ensure that decisions are standardised, a minimum of 10% sample for each unit/project is required
- The assessment teams have an opportunity to discuss all assessment and verification decisions
- All assessment and internal verification decisions, including all instances of special consideration are tracked and recorded
- The assessment and verification systems are subject to regular review

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Internal Verification of Assessment Template

Course / Creative Practice:		
Unit:		
Assessor(s) name:		
Student name:		
Grade:	Grade Agreed	Yes/No
Form of Evidence:		

Quality Indicators	Yes/No
Are assessment decisions agreed?	
Is the assessor's feedback constructive and in context?	
Is the assessor's feedback appropriate to the level and grade?	
Does the feedback give opportunity for improvement?	
Is the grading appropriate and evidenced?	
Has the learner confirmed authenticity of work?	
Additional comments (if required):	
Actions (if Required):	
Internal Verifier's Name:	Date:

Internal Verification of Assignment/Project Template

Course / Creative Practice:	Level:
Unit (s):	
Assessor/Author's Name:	
Assignment/Project Title:	

Quality Indicators	Yes/No
Is the brief engaging and in context?	
Are assessment outcomes to be addressed listed?	
Are the assessment criteria at all grades addressed by the project/s?	
Is it clear what evidence the student needs to generate?	
Are the project/s appropriate for the level?	
Is the language and presentation appropriate to the level?	
Are clear deadlines given for the assessment?	
Is the timescale for the project/s appropriate?	
Are there any negative ethical implications?	
Overall is the assessment fit for purpose?	
* If 'No' what actions are required?	
Internal Verifier's Name:	Date:

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