



INTERNAL VERIFICATION AND MODERATION POLICY AND PROCEDURES

Summary

The policies outlined in this document are in relation to the quality assurance of qualifications requiring internal verification, standardization or moderation delivered and assessed by Stanmore College. A range of awarding bodies approves qualifications within Stanmore College all of which have many individual delivery and assessment methodologies, and may be internally verified in different ways.

The internal verification policy aims to draw together the various programmes under a standardised and consistent procedure. It is flexible to accommodate the differences in programmes with the purpose of maintaining rigorous delivery and assessment practice across all qualifications.

IV Policy Details

Stanmore College will provide internal verification/moderation/standardization as required to ensure the standards set by the awarding bodies are met consistently.

Stanmore College will endeavour to meet all requirements from the different awarding bodies and to this end have implemented a flexible internal verification policy, whilst still striving to maintain a high level of consistency in the standardisation of practice. Internal quality assurance within Stanmore College will encompass the following:

1. verifying assessment to ensure consistent and reliable assessment decisions
2. developing and supporting assessors to highlight trends, problems, and development needs of assessors
3. managing the quality of delivery reviewing the quality of planning and judgements at interim and summative stages of programmes, together with standardising assessment

The internal verification and moderation systems within Stanmore College will ensure there is a transparent audit trail ensuring the rules of evidence have been met:

- validity relevant to the standards or assessment criteria
- authenticity produced by the student
- reliability accurately shows the student's consistent performance and understanding
- currency sufficiently recent to show the same level of skill, knowledge, and understanding at the time of certificate claim

- sufficiency meets all the standards in full

All assessors/moderators and internal verifiers will be trained appropriately to the awarding body standard required for the qualification.

PROCEDURE CHECKLIST

PROCEDURE	NVQ IV	IV	MODERATION
1 Have an Assessment and IV/Moderation Strategy for each qualification offered (Example attached)	✓	✓	✓
2 Keep records of all candidate information	✓	✓	✓
3 Keep records of all assessment decisions	✓	✓	✓
4 Monitor health and safety, equal opportunities and disability discrimination policies	✓	✓	
5 Maintain up-to-date lists of assessors together with their CV and certificates	✓	✓	
6 Ensure all assessors are occupationally competent.	✓	✓	
7 Ensure all assessors have, or are working towards D32/33 or A1 qualifications	✓		
8 Carry out assessor/IV inductions	✓	✓	
9 Provide assessors/teachers/verifiers with all information and support materials	✓	✓	✓
10 Allocate candidates to assessors	✓		
11 Hold and keep records of regular standardisation meetings	✓	✓	✓
12 Identify training needs of assessors/teachers and verifiers	✓	✓	✓
13 Provide appropriate training/support for assessors and verifiers	✓	✓	✓
14 Collect Personal Development Records from all assessors and verifiers	✓		
15 Keep records of all internal verification/moderation activities	✓	✓	✓
16 Set up and monitor sampling plans for all candidates, assessors, locations and assessment methods	✓		
17 Carry out regular formative and summative sampling of candidates' work	✓	✓	

18	Provide feedback to assessors/teachers	✓	✓	✓
19	Observe assessors at least once a year (more regularly for new assessors)	✓	✓	
20	Collect monthly tracking documentation from assessors	✓		
21	Collect feedback from candidates on progress and assessors' performance at formative and summative stages.	✓		
22	Have an appeals policy and deal with any appeals that arise	✓	✓	
23	Have a plagiarism policy and deal with any issues that arise from this	✓	✓	✓
24	Have an assessor/verifier malpractice policy and deal with any issues that arise from this	✓	✓	
25	Liaise with External Verifiers and Awarding Bodies	✓	✓	✓
26	Organise and attend external verification/moderation visits	✓	✓	✓
27	Give assessors/teachers feedback on external audit decisions	✓	✓	✓
28	Review internal verification procedures as a result of external verifier visits	✓	✓	
29	Circulate External Verifier/Moderation Reports to Quality Department	✓	✓	✓

All areas will use their own documentation that has been designed to meet the requirements of that qualification.

Internal Quality Assurance Strategy Example for internal verification

(ALL THE HEADINGS BELOW SHOULD BE COMPLETED WITHIN THE STRATEGY, GUIDANCE ON THE TYPE OF INFORMATION REQUIRED IS PRESENTED HERE UNDER EACH HEADING)

Title of Qualification **NVQ Care Level 2**

Delivery Outline

Delivery of the programme will be from September to June via two 3-hour taught sessions per week in college to cover underpinning knowledge and understanding. Candidates will be assessed in the workplace once a month to allow them to demonstrate competence for the performance standards of the mandatory and optional units. A range of learning materials is available to candidates through the Learning Resource Centre and schemes of work and lesson plans are drawn up. A bank of work placements is in place and question plans are established. Induction is set up and a candidate handbook is given to all candidates. Tracking documentation will be utilised to check candidate progress and regular team meetings will be held.

Programme Team

1 Internal Verifier (D34 held) – internal quality assurance
4 Assessors (D32/33 held) – workplace assessment
All staff are occupationally competent and keep CPD records.

Sampling Plan

(THIS SECTION WOULD NEED TO MEET THE AWARDING BODY/EV REQUIREMENTS FOR THE QUALIFICATION AND WILL VARY DEPENDING ON THE EXPERIENCE OF THE ASSESSORS/TEACHERS AND HOW WELL ESTABLISHED THE QUALIFICATION)

Assessment decision sampling will be across all candidates for all units in order to cover all assessment methods at three points during the programme. Assessment practice will be observed twice during the programme.

Assessment Practice – observing assessors

The IV will observe assessors carrying out assessment by observation of two candidates' performance in the workplace – once in February and again in May. The IV will observe an induction session for candidates.

Assessment Decisions – sampling assessments

The IV will sample candidate work three times during the programme (December, March and June) – checking assessor judgements are accurate and consistent as well as checking assessment records are clear and complete. This sampling will include work in progress and formative assessment decisions.

Candidate Interviews

A sample of candidates will be interviewed four times during the programme – induction in September, in the workplace in February and May, and in June at the end of the programme. Particular attention will be paid to any issues arising from IV or EV.

Feedback

The IV will give feedback and copies of internal quality documentation to Assessors and ask for feedback on any actions set.

Standardisation Meetings and Activities

Three meetings are planned – November, April and June. A pre-course meeting will be held where appropriate to establish interpretation of standards amongst the team. Three standardisation activities are planned – on action planning and review, cross referencing evidence holistically, and judging authenticity of evidence.

Arrangements for external quality assurance

Two external verification visits have been arranged. The EV will observe assessment and interview candidates at the first visit in and do a full audit of centre systems in June. We have a 'NVQ Centre File' containing all information and records likely to be required.

Review

The final Team Meeting in June will also review the programme – using tutor, assessor and IV feedback and candidate interviews. We will also need information on health and safety and equal opportunities to compare to achievement and dropout rates to see if we need to implement any change for next years programme.

Internal Quality Assurance Strategy Example for moderation

Title of Qualification - BND in Business

Delivery Outline

Delivery of the programme will be from September to June via six 3-hour taught sessions per week in college to cover syllabus. Students will be assessed via six assignments during the programme to allow them to cover the course-work components of the programme. A range of learning materials is available to students through the Learning Resource Centre and schemes of work and lesson plans are drawn up. Candidate will be required to obtain three textbooks. Induction is set up and a detailed timetable given to all students. Tracking documentation will be utilised to check student progress and regular team meetings will be held.

Programme Team

1 Internal Moderator (D34 held) – internal quality assurance
2 Teacher/Assessors (D32/33 held) – delivery and assignment marking
Staff are occupationally competent and keep CPD records.

Sampling Plans **(AS PER QUALIFICATION/EV REQUIREMENTS)**

Assignment marking will be internally moderated across all students for all six assignments in order to cover all assessment methods at three points during the programme. Delivery will be observed once during the programme. External assessment is arranged for March.

Assessment Practice – observing assessors

Observations will be carried out in line with the college observation scheme

Assessment Decisions – sampling assessments

The IV will moderate all assignment briefs. Assignments will be moderated 3 times during the year checking teacher/assessor judgements are accurate and consistent as well as checking assessment records are clear and complete.

Standardisation Meetings and Activities

Three meetings are planned – December, April and June. A pre-course meeting was held in August to establish the scheme of work and assignments. Two standardisation activities are planned – on finance issues arising, and on marking comments.

Arrangements for external quality assurance

One external moderation is arranged. The External Moderator will do a full audit of centre systems and interview students and assessor in March. We have a 'Course File' containing all information and records likely to be required.

Review

The final Team Meeting in June will also review the programme.

Director of Quality Improvement
June 2007