

INTERNAL VERIFICATION POLICY

The internal verification process maintains the quality of assessment for internally assessed coursework, exams, reports, and essays. The internal verification process plays a key role in:

- Ensuring learners receive fair grades and equal access to assessment, free of discrimination.
- Ensuring and maintaining the consistency and standardisation of the assessment process across time and between different assessors.

Process of Internal Verification

- The Internal Verifier, like the assessors, will have relevant knowledge and skills for reassessing the sample exam papers, reports, coursework, as well as essays of all courses offered.
- Every course with work that is internally assessed and which contributes to the final assessment outcome of a learner must have internal verification.
- Each course must have identified members of staff who will verify or standardise the assessments for that particular course.
- At least 20% of all summative components of assessment should be re-marked by the Internal Verifiers.
- The Internal Verifier may choose a random sample to mark regardless of the first grade; or they may decide to select the 20% of papers from the lowest and highest grades.
- Any evidence that is produced must meet the requirements of the awarding body.
- Internal Verifiers should finish all marking within 4 working days for all courses.
- Internal verification must take place before assessment decisions are finalised and notified to learners and certification is requested.

Review and Monitoring Process

- The assessment of each assessor and Internal Verifier will be monitored annually.
- Records of internal verification must be kept in a secure location and accessed by staff authorised to do so.
- Internal Verifiers must attend standardisation meetings and maintain a current continuous professional development file.