



**Five  
Rivers®**

## Internal Verification Procedures for Qualifications Policy

***'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'***

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## 1. Policy

### 1.1 Policy Statement

The purpose of this policy is to ensure the delivery of qualification programmes provide opportunities for learning and assessment that meet the standards of the requirements of the Examination awarding bodies. The School monitors course programmes, assessments and internal verification decisions.

### 1.2 Terms and Definitions

1.2.1 The below table sets out a number of terms and definitions used within this document:

<b>Term</b>	<b>Definition</b>
Assessor	The person responsible for assessing candidates work. (practical/written)
Internal Verifier	The Person responsible for monitoring the assessment standards and supporting assessors
External Verifier	The person allocated to the school centre from the awarding body to monitor national standards.

## 1.3 Data Protection

- 1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018
- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

## 1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

## 2. Purpose

The internal verification procedures are intended to provide quality monitoring system to ensure the standard of assessment meets the requirements of the Awarding body.

The internal verification procedures are designed to:

- Define the School's organisation for supporting assessment of candidates in accordance with the qualification assessment and grading criteria
- Identify the roles and responsibilities of those involved with internal verification
- Provide documentation and support information which can be used with those procedures required by the awarding body

## 3. Review and Monitoring

The internal verification policy and documentation is reviewed annually by the school's quality reviewer (QR) to ensure that there is:

- consistency of assessment practice
- That all staff understands the procedures and documentation for recording assessment decisions
- That the QR assist staff with development needs for assessors and internal verifiers
- Disputes between assessors and internal verifiers are handled appropriately

### 3.1 External Verifier

The External Verifier is employed by the awarding body to undertake the following:

- Promote and improve quality
- Provide information, advice and support
- Talk to the assessment team
- Examine representative samples of both assessed and internally verified work

### 3.2 External Verification Procedure

- A designated member of staff will liaise with the awarding body re allocation of external verifier.
- External verifier (EV) will receive details of candidates and course work through internal verifier (IV).
- Course internal verifier is responsible for ensuring all necessary paperwork, portfolios and access to assessors and candidates are arranged in line with EV requirements.
- The internal verifier will submit all coursework and associated paperwork to external verifier.

### 3.3 External verification reports

- The EV report will be forwarded to Head Teacher. Internal verifier to circulate copies of the report to course IV and assessors.
- External verification reports included as an item on the agenda for team meetings to ensure all staff are aware of any actions necessary and the deadline involved.

### 3.4 The Role of the Internal Verifier

- The internal verifier has the key role in assuring quality of assessment arrangements and assessment decisions both to candidates and to various awarding bodies.

The objectives will be achieved by:

- Ensuring that verification guidelines are disseminated to programme members.
- Reporting on internal verification to the Headteacher/Lead teacher.
- Attending assessment Appeals meetings where required.
- Supporting and guiding assessors.

To maintain quality and rigor of assessment the IV will:

- Provide advice and support to assessors.
- Monitor the type, content and presentation of assignment material.
- Confirm assessor judgements and record on appropriate internal verification documentation.
- Ensure that all records of assessments meet the awarding bodies requirements prior to certificate claims being made.
- Liaise where necessary with the Headteacher / Lead teacher.
- Liaise with the external verifier and monitor any actions necessary as agreed with EV.
- Resolve, where possible disputes with the assessors.
- Participate, where necessary, in the appeals procedure.
- Endorse and counter sign assessments and units of work to be accredited.
- Meet regularly with assessors to ensure they are provided with awarding body updates and other qualification specific assessor guidance, and identify any development needs they have.
- Ensure that candidates complete and achieve appropriate number of credits at the correct level for qualification.
- Ensure examined units are submitted using correct forms and format.

### 3.5 The Role of the Assessor

- Ensure that the candidates are fully briefed on grading/assessment guidelines, assessment methods and procedures.
- Involve candidates in the assessment planning process and agreement of assessment occasions, prepare detailed assessment plans.
- Identify evidence which is valid, reliable and sufficient and current from which competence can be ascertained.
- Assess any evidence presented from prior achievements.
- Adhere to the awarding body's assessment specification in any assessor guidance issued in the judgement of evidence towards an award.
- Ensure the use of School procedures in the setting and presentation of assignment work.

- Giving constructive feedback decision using appropriate documentation which is recorded to the candidates on formative and summative assessment.
- Assist candidates in the presentation of evidence for portfolio final assessment and verification.
- Ensure candidates have a clear accreditation route/plan for the duration of the Qualification.
- Meet regularly as part of a team to discuss issues relating to assessment, including attendance at standardisation meetings.
- Arrange additional assessment where appropriate.
- Explain and agree assessments with internal verifier.

- Liaise with internal verifier and agree actions to be taken to ensure an appropriate level of continued professional development is maintained.
- Assist the internal verifier in the completion of any actions set by the external verifier.

### 3.6 Appeals and Disputes

All disputes and appeals by candidates, assessor and verifier to be addressed to the Headteacher for consideration