



Internal Verification Policy

This policy is available on-line at: www.snapcymru.org

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Training Manager
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Training Manager
- This policy should be read and implemented with the accompanying Internal Verification Procedure.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
TU/CR/AD	v.2	March 2013	March 2015	Training Quality Manager

Policy Statement

Internal Verification (IV) is the process of monitoring assessment practice in order to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of the assessment of learners work.

SNAP Cymru is committed to ensuring that standards of assessment and verification are consistent, transparent and in line with the requirements of our awarding bodies.



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We aim to:

- To ensure that all learners work is fairly, accurately and regularly verified in a consistent manner.
- To meet and exceed the requirements placed upon us by the awarding bodies
- To ensure that valid assessment decisions are reached for all our learners and that external requirements are fully met.
- To support staff in their training and assessment activities by affording them the opportunity to receive critically supportive feedback on the assessment decisions reached
- To assess learners work with integrity by being consistent and transparent in our Assessment and Verification judgements and processes so that the outcomes are fair, reliable and valid.
- To ensure that assessment standards and specifications are implemented fully, so that no risk is posed to the reputation SNAP Cymru and that of the awarding bodies
- To establish quality control and recording mechanisms for assessments through a system of sampling moderation and internal verification.
- To provide inclusive person-centred approaches to assessment, and verification that provide opportunities for to learners to achieve and progress

Scope

This policy relates to SNAP Cymru accredited courses and applies to all internal moderation.

For the purpose of this policy, the term IV encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through formative and summative assessment and verification of learners work activities



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Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

- The policy is known, understood and implemented.

Actions to implement and develop policy

- Appropriately qualified or approved staff must carry out all internal verification. Ideally all verification staff will complete the approved internal verification award. Where trainee internal verifier undertakes IV, this must be verified by a qualified IV and countersigned.
- Each course must have identified members of staff who will verify or standardise the assessments for that particular programme.
- IV must be carried out continuously throughout the year. This should include cycles of formative and summative verifications. In addition to this, appropriate periods of time when IV takes place will be included in a calendar.
- Any evidence that is produced must meet the requirements of the awarding bodies.
- IV evidence must be recorded on appropriate documentation, which takes into account the requirements of awarding bodies Quality System
- Internal verification must take place before assessment decisions are finalised and notified to students and certification is requested.
- Evidence that IV practice has taken place must be available for the Awarding bodies annual quality review
- Internal monitoring of IV activity will be carried out via the training unit team on an ongoing basis
- Records of IV must be kept in a secure location and accessed by staff authorised to do so.
- All IV or moderation must be in line with current awarding body recommendations.



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- Sampling must be across all trainers, assessors, all types of evidence and all learners including plans, reviews and records in addition to learners' evidence.
- IV's must attend standardisation meetings and maintain a current continuous professional development file.

Monitoring and Evaluation

This policy will be monitored by the Training Manager/Centre Quality manager and Verifiers and through established quality audit procedures.

Related Policies and Procedures

Internal Verification Procedure
Assessment Policy
Access to Fair Assessment Policy
Assessment Appeals Policy
Equal Opportunities Policy
Children and Vulnerable Adults Policy
Complaints Policy
Data Protection Policy
Recognition of Prior Learning policy
Conflict of Interest Policy