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: Assistant Director - Training & Information.

- 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: Assistant Director - Training & Information.

- 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.3	Mar 2013	May 2017	Assistant Director - T&I

Policy Statement

Internal verification is an essential part of SNAP Cymru's quality assurance system and we are committed to ensuring that standards of assessment and verification are robust, consistent and transparent and in line with the requirements of our awarding bodies.

Internal verification

Internal verification is:

- a process which seeks to ensure that all learners are assessed accurately, fairly and consistently to the required standard

- a continuous review of all related processes from course development to the application/recommendation for the award of credit(s)/qualification(s)

- a means of promoting good practice
- a means of protecting standards

The principles

SNAP Cymru's Internal Verification policy sets out our arrangements and management structure to ensure its effectiveness and should be read in line with the accompanying internal verification procedure. This includes the:

- role of Internal Verifier
- model of Internal Verification
- planning Internal Verification
- sampling assessment
- standardisation activity
- record keeping

SNAP Cymru aims to:

- ensure that all learners work is fairly, accurately and regularly verified in a consistent manner

- meet and exceed the requirements placed upon us by the awarding bodies

- ensure that valid assessment decisions are reached for all our learners and that external requirements are fully met

- support staff in their training and assessment activities by affording them the opportunity to receive critically supportive feedback on the assessment decisions reached

- 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

- 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

- establish quality control and recording mechanisms for assessments through a system of sampling internal verification

- provide inclusive person-centred approaches to assessment, and verification that provide opportunities for to learners to achieve and progress

Scope

This Internal Verification policy will cover:
- Candidates
- Tutors
- Assessors
- Internal Verifiers
- awarding organisation staff

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.

Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring the policy is known, understood and implemented. The Training unit will provided internally for all new tutors, assessors and IV's including access to ongoing AGORED Cymru training events

SNAP Cymru's Internal Verification Process will include:

- A planned process for internal verification that incorporates all of our Agored provision which is added to our internal training calendar

- Each course will have identified members of staff who will verify or standardise the assessments for that particular programme. 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

- Pre-delivery review of units/qualifications to ensure they are currently approved by Agored Cymru and are fit for purpose

- Pre-delivery internal verification of assessment materials, tasks and assessment methods

- A clear sampling plan and strategy included in our IV procedure document

- Formative (mid-course) internal verification of assessment decisions

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- Internal verification of practical activities where appropriate

- Summative (end-of-course) internal verification of assessment decisions

- Internal verification must take place before assessment decisions are finalised and notified to students and certification is requested

- Records that all required actions from internal verification have been completed

- Records of IV must be kept in a secure location and accessed by staff authorised to do so

- Records of all stages of the internal verification process; and be available for the Awarding bodies annual quality review

- Regular reviews of courses, including feedback from learners, tutors assessors and IV's

- Regular evaluation of the internal verification process, internal monitoring of IV activity will be carried out via the training unit team on an ongoing basis

- IV's must attend standardisation meetings and maintain a current continuous professional development file and provide internal opportunities to cascade standardisation good practice

Monitoring and Evaluation

This policy will be monitored by the Assistant Director - Training & Information, Centre Quality Manager and Verifiers Annually 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
- Plagiarism and Malpractice Policy
- Complaints Policy
- Data Protection Policy
- Recognition of Prior Learning policy
- Conflict of Interest Policy