

Internal Verification Policy

The Internal Verification Policy is designed to provide a consistency and transparency of assessment for all learners. The Internal Verification Policy should be read in conjunction with other policies including:

- Equality and Diversity Policies
- Quality Assurance Calendar
- Academic Appeals Policy
- Assessment Policy

Signing off requirements:	
Director	Chris Hodges
Date Of Review:	August 2023
Next Review Date:	August 2024

1. The Policy

Purpose and Scope

1.1 Internal Verification (IV) is the process of monitoring assessment practice in order to ensure that assessment decisions meet national standards.

1.2 It provides a continuous check on the consistency, quality and fairness of marking, grading and overall assessment of students work.

1.3 It is appropriate to all learning both accredited and non-accredited and applies to all courses regardless of the assessment methods used.

1.4 Internal verification¹ is an integral part of quality assurance systems for curriculum provision and is, therefore, the responsibility of all curriculum managers and teams.

1.5 Its purpose is to support all staff carrying out assessment at all stages of the course – planning, delivery and assessment.

1.6 The Rhythm Studio recognises that there will be different requirements for the various awarding/accrediting bodies and different programmes of learning.

1.7 This policy, therefore, sets out the key principles of Internal Verification and provides a framework within which the internal verification of all courses can operate.

1.8 This policy is supported by the Internal Verification/Moderation process (Appendix F) drawing on good practice as set out in QAA guidelines.

2. Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring that the policy is known, understood and implemented.

2.1 The Assessor is required to work with the Internal Verifier/Moderator in ensuring the assessment and quality assurance requirements of the College and awarding body are met.

2.3 The Internal Verifier/Moderator is required to support assessors by providing advice and assistance and to ensure the quality assurance requirements of the College and awarding body are met.

2.4 The Lead IV has responsibility for supporting internal assessment and verification in the centre.

2.5 The Course Leader is responsible for supporting and monitoring the Internal Verification/Moderation within the Curriculum Area.

2.6 The Course Leader is required to monitor External Verifier/Moderator reports and ensure action points are carried out within Curriculum Areas.

2.7 The Course leader has responsibility for monitoring actions resulting from External Examiner/Verifier Reports.

¹ Internal Verification also refers to Internal Moderation

2.8 The Course Leader has the responsibility to ensure appropriate Internal Verifiers/Moderators are allocated to courses, allocated time to carry out the work and to value the quality assurance role of the Internal Verifier/Moderator as set out in the Internal Verification Policy.

3 Actions to Implement and Develop Policy

3.1 Every course with work that is internally assessed and which contributes to the final assessment outcome of a student must carry out internal verification within up to date Awarding/Accrediting Body and Common Inspection Framework guidelines.

3.2 Each course will have an assessment plan. Copies will be sent to the Internal Verifier and Performance Manager.

3.2 Appropriately qualified staff must carry out all internal verification. Each course – accredited or non-accredited – will have at least one named Internal Verifier.

3.3 IV must be carried out regularly throughout the year. Each programme will have an internal verification plan. This will include External Verifiers visits. Copies will be sent to the Course Leader.

3.4 Course Leaders will send copies of the Internal Verification plan to the Awarding Body.

3.5 Any evidence that is produced must meet the requirements of the awarding bodies (RSL) and the College Quality System.

3.6 The evidence must be recorded on appropriate documentation, which takes into account the requirements of awarding bodies.

3.7 Assignments must be verified before they are issued as well as when they have been marked.

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

3.9 Internal monitoring of IV activity will be carried out via the Course Leader.

3.10 Sampling must be across all assessors, all types of evidence and all learners including plans, reviews and records in addition to candidate evidence. Minimum sample size should be 5 complete portfolios or 25%.

3.11 Internal Verifiers must attend standardisation meetings and maintain a current continuous professional development file.

INTERNAL VERIFIER SAMPLE RECORD

Programme title and code:

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Assessor name	Learner name	Unit 1	Unit 2	Unit 3	Unit 4	IV signature and date	Comments (if any)	Actions required (if any)		
								By whom (initials)	By when	Completed

INTERNAL VERIFICATION FEEDBACK SHEET

Programme title and code **Internal Verifier name:**

Learner name: **Assessor name:**

Evidence viewed:

General comments/evidence gaps:

Feedback to assessor:

Examples of good practice:

Action plan:

Signed.....(Assessor)

Date:

Signed(Lead IV)

Date:

INTERNAL VERIFIERS LIST

Name	Course	Awarding body	Sector	Assessor/Verifier qualifications (inc Lead IV accreditation)
James Carey	Level 2 & Level 3 Music Practitioner	RSL	Music	Lecturer and course leader. IQA for Music Production
Alvin Ryan	Level 3 Music Practitioner	RSL	Music	Lecturer IQA for Music Performance
Louis Greenwood	Level 3 Music Practitioner	RSL	Music	Lecturer IQA for Music Production
Danny Wheeler	Level 3 Music Practitioner	RSL	Music	Lecturer IQA for Music Production

Internal Verification Plan**Sector:****Performance Manager:****Course:****Lead Internal Verifier:****Date Submitted:**

Please complete the following information for the academic year (*insert year*) and send copy to Quality Improvement & Sector Manager by the end of September.

Academic Year	Assignment Briefs - Standardisation	Assignment Brief – IV all briefs	Standardisation of Assessment Judgements	IV sampling	EV Visit Dates	Lead IV sampling
Term 1						
September						
October						
November						
December						
Term 2						
January						
February						
March						
Term 3						
April						
May						
June						
July						

All IV processes must be scheduled for completion before the end of Term3

Internal Verification/Moderation Process

- Candidates are registered with the Awarding Body.
- Assessment Plan drawn and sent to internal verifier/lead IV.
- Internal Verification Plan drawn and sent to Performance Managers.
- Assessment Moderation/ Standardisation.
- Internal verification is carried out.
- Feedback given to Assessors.
- Actions acted upon and monitored by Performance Manager.
- IV confirms amendments copies of feedback forms to assessors.
- Submission of evidence to External Verifier/Moderator.
- External verifier/moderator report.